



Title: Senior Strategic Planner

FLSA Status: Exempt

BRIEF DESCRIPTION:

This position is assigned a lead role in the planning, public involvement, environmental, financial, development and coordination of capital projects and capital development programs. This is accomplished by supporting and tracking regional transportation planning activities, promoting the design and development of transit projects, conducting special studies and analysis and mapping activities and related research. The position leads the promotion of the integration of transit and land use within the region and the coordination of District planning programs with that of regional partners. This position serves on inter-agency transportation and land use technical committees and performs related communications; prepares and delivers related presentations to internal and external audiences. Performs other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Manages projects as assigned including transit studies, long term transit plans, planning studies, economic impact studies, development project reviews, and multiple mode integration such as bicycles, pedestrian and bikeshare projects. Participates in local governments' comprehensive planning and development review process. Works with local governments to integrate District plans in their master plans and encourages transit-oriented development in community plans and ordinances. Coordinate the preparation and update of the Long Range Transit Plan (TransitAction), the capital component of District's Capital Improvement Program (CIP) including working with the Capital Program Committee (CPC), transit corridor studies and other transit planning activities. Coordinates with local governments in the development of transit-supportive land use plans, zoning ordinances, design guidelines, and supporting implementation policies.
2	S	Oversees and manages transportation projects, long range and strategic plans and the financial programming of projects for system-wide initiatives. Manages and/or determines type of environmental documentation needed and prepares/oversees preparation by consultants of environmental documents in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Coordinates and prepares findings of fact and statements of overriding consideration for adoption or certification of environmental reports.
3	S	Identify and leverage the full range of private, regional, State and Federal funding opportunities including the preparation and tracking of grants and the submittal of applications that can support transit studies, transit projects and transit-supportive



		activities. Maintains and analyzes financial data related to capital funding by updating funding information for capital projects from approved grants, agreements or budget change documents in computer systems, creating and monitoring settlement rules in SAP capital project module for capital project expenditures, and preparing reconciliations of internal capital project funding data with federal, state and local funding sources. Manages small, single site or region-wide projects or funding programs; manages small consultant contracts or assists with the management of large contracts.
4	S	Support Management in the development of the District's Operating and Maintenance Facilities Master Plan and coordinate with the various operating and facilities management departments that are stakeholders to that plan. Make presentations to agencies, boards, councils, elected officials, and citizen groups. Works with Legal to develop and execute cooperative agreements, memorandums of understanding and certification requirements with other entities. Prepares comprehensive reports and correspondence inquiries. Conducts analyses and makes recommendations supporting station site development
5	S	Represents the District by participating in special task forces, committees, panels, transportation forums and peer groups. Develops and monitors forecasts, budgets, and financial plans for transportation programs and projects Evaluates the costs, benefits, and risks associated with alternative funding plans, programs, and projects



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Bachelor's degree or equivalent in Urban or Transportation Planning, Geography, Transportation Engineering, Environmental Studies or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of four (4) years of experience in transportation or transit planning, urban planning or related field.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none"> • Theories, principles, and practices of transportation and land use planning, capital planning, grants management, project management • Applicable local, state, and federal laws, rules, and regulations governing transportation policies, urban development practices and funding sources for public agencies • Transit operations service and facility design techniques, and the roles of various modes. • Applying project development principles to large-scale transit projects. • Methods and procedures for data collection and analysis. • Financial, analytical, statistical, and mathematical processes and procedures. • Regulatory, municipal, county, transit, highway and agency policies, plans, and procedures. • Data collection techniques in transportation (via GFI, ride checkers, survey methods, etc.). • Service planning principles and metrics used to evaluate performance. • Statistical sampling methods. • Differences between costing methods (direct, total) and when to use them. • Cost allocation model factors and route measurement methods. • Local agencies applicable planning laws, zoning regulations, and adopted plans. • National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements and regulations. • Public participation process and sources of vital information..

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to the functional area.

ABILITIES
<ul style="list-style-type: none"> • Perceive, understand, and respond to the different needs of various stakeholders. • Identify best way to infer or dismiss a hypothesis using the data available. • Interpret architectural / engineering plans. • Prepare comprehensive reports and correspondence • Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements • Interact professionally with various levels of District employees and outside representatives • Represent District professionally before the public • Analyze situations, identify problems, and recommend solutions • Compile and analyze complex data • Organize presentations to various groups regarding transit plans, strategy, etc. • Interact with the public either one-on-one or with a large group. • Design survey and count strategy that will meet the objectives desired. • Identify and respond to competing agendas among stakeholders. • Go from source data to report information. • Stay current on changes to federal and state environmental laws and regulations. • Learn District policies, procedures and practices. • Communicate clearly and effectively, both orally and in writing, with internal and external contacts.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	C	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	C	File drawers; equipment; tables and chairs
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	O	Under equipment
Bending	C	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	C	From computer to telephone; getting inside vehicle
Climbing	F	Stairs; step stools
Balancing	O	On equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		None



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.