



JOB TITLE:	<b>DIRECTOR OF PLANNING</b>	DIVISION:	<b>DISTRICT – PLANNING</b>
REPORTS TO:	<b>DEPUTY GENERAL MANAGER – ADMINISTRATION &amp; DEVELOPMENT</b>	EEO CATEGORY:	<b>01 - EXECUTIVE</b>
FLSA:	<b>EXEMPT</b>	SAFETY- SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

The Director of Planning exercises the maximum degree of initiative and judgement subject to Deputy General Manager, Administration and Development approval within the limits of law and Board policy. The manager plans, develops, interprets, and implements all activities of the Planning Department in collaboration with the Deputy General Managers, and department heads to support the District’s operations and objectives. Responsibilities include routine high-level personal contact with management personnel, members of boards and commissions, attorneys, labor officials, public and private organizations and others. Responsible for public transportation service planning, long-range transportation planning, bridge and highway transportation planning, rail right-of-way management, paratransit services oversight, environmental regulatory documentation, and performs additional related work as required.

### Essential Responsibilities

- Collaborates with the General Manager, Deputy General Managers, and department heads to establish annual and long range goals, objectives, work plans, policies, programs and related matters, prepares detailed reports and recommendations for items subject to approval by the Board of Directors
- Develops technical short-range and long-range planning studies for the District in accordance with directions from the General Manager, Deputy General Manager, Federal, State guidelines and regulations
- Provides guidance and assistance to Board of Directors, General Manager, Deputy General Managers, operating managers and others to achieve and maintain compliance with transportation service and facilities related requirements of superior jurisdictions and funding agencies, including environmental regulatory agencies
- Attends meetings as directed as high level representative of the District
- Represents the District to various organizations and makes presentations related to Bridge and transit planning, research projects such as short and long-range financial and transportation projections, environmental impact studies/reports, State Legislative reports and revenue and patronage studies
- Supervises and assigns duties and priorities to planning staff; provides technical supervision of departmental work



- Reviews and approves all departmental procedures and reports, sets general technical standards and provides guidance to ensure efficient completion of departmental work
- Prepares and administers department operating and capital budget
- Prepares Short-Range Transit Plan and assists in developing future year financial forecasts for planning purposes
- Provides liaison and administrative support to District's designated advisory committees
- Provides leadership and coordination to various special initiative projects such as new transit fare technologies, park service transit plans, and facility relocation and development plans
- Works cooperatively with various departments to develop transit fare policies and programs
- Analyzes emerging trends in transit patronage and Bridge traffic to develop plans for future directions for the agency
- Develops and maintains Planning Department databases of transit service performance measures for federal, state, local, and internal reporting requirements
- Lead responsibility for on-going management of rail right-of-way. Assists in development of plans for acquisition and development of other real estate assets. Develops plans and participates in planning process as directed for the ultimate use of the right-of-way
- Develops plans in coordination with operating divisions for expansion, contraction, and/or realignment of transit services and facilities
- Participates in developing bus stop location and amenities plans. Investigates need to relocate stops to address community, customer, or agency needs. Develops and maintains bus stop inventory
- Examines and pursues, under direction of senior management team, opportunities to enhance productivity through implementation of new technologies including GIS systems
- Develops and maintains excellent working relationship with key governmental agencies involved in District business, including the Metropolitan Transportation Commission, Caltrans, and various local governments
- Administers the complimentary ADA paratransit program and assists Deputy General Managers with conformance to ADA in general
- Ensures that those safety program activities applicable to his or her department are effectively implemented and carried out. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules
- Ensures that employees under his or her supervision follow established safe work practices and follow all safety rules
- Regular and reliable attendance and performance are required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Principles, purposes, scope and methods of public transit and urban transportation operations, planning and management
- Federal, state, and local transit and highway regulations and legislation
- Statistical research methods and systems analysis
- Business administration policies, practices, principles and theories



### **Ability to:**

- Develop techniques and procedures in the preparation of comprehensive reports
- Make clear, concise, complex oral and written presentations to the public
- Develop and maintain effective, cooperative, professional relationships with all encountered during the course of work
- Demonstrate business acumen, integrity, and good judgement
- Interact tactfully and persuasively with others in controversial situations
- Plan, prepare, review, analyze, and present clear and concise findings and make decisions that will stand up to critical scrutiny
- Effectively coach, develop, and evaluate staff
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization
- Use computer software and other office technology applicable to business requirements

## **Minimum Qualifications**

### **Education and/or Experience:**

#### **A combination of college level training and position related experience equivalent to:**

- Bachelor's degree with major course work in Planning, Engineering or a closely related field with additional course work in transportation. Master's degree is desirable
- Eight years of full-time position related professional level experience in the planning and analysis of transportation systems, including a minimum of four years supervisory experience over professional level staff
- Additional education may be substituted on a year-for-year basis for non-supervisory experience. Applicants must present evidence of advanced degree to support substitution for experience.

### **Required License:**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record (Operates District vehicles on a regular basis).

### **Physical Requirement:**

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.