



GOLDEN GATE BRIDGE
HIGHWAY & TRANSPORTATION DISTRICT

POSITION: DIRECTOR OF PLANNING
(Position is located in San Rafael, CA)

CLASS CODE: 91181/Exempt

OPENINGS: 1 & To Create A List

OPEN TO: All Qualified Applicants

SALARY: \$126,027.20 to \$152,339.20 annually + excellent benefits (40.00 Hour Workweek)
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: Wednesday, November 18, 2009

CLOSING DATE: Open Until Filled – Review of applications will begin on Friday, December 4, 2009

Please mail or e-mail resumes to:

Human Resources Department – T. Claire
jobs@goldengate.org
Human Resources Department
1011 Andersen Drive
San Rafael, CA 94901
Office Hours: 8:30 a.m. to 4:30 p.m.
Application Request Line: (415) 257-4526
Website address: www.goldengate.org

Please reference the position title in the subject line of your email.

An EEO tear sheet can be obtained from our website at: www.goldengate.org

APPLY AT:

Human Resources Department
1011 Andersen Drive
San Rafael, CA 94901-5318
Application Request Line: (415) 257-4526

Web Site – www.goldengate.org
Office Hours: 8:30 a.m. – 4:30 p.m.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- Resume and Cover Letter

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree with major course work in Planning, Engineering or a closely related field with additional course work in transportation. Masters degree is highly 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

LICENSE(S):

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

POSITION DESCRIPTION:

- The Director of Planning exercises the maximum degree of initiative and judgment subject to Deputy General Manager, Administration and Development approval within the limits of law and Board policy. The Planning Director plans, develops, interprets, and implements all activities of the Planning Department in collaboration with the Deputy General Managers, and various 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, and other real estate holdings and matters, Paratransit services oversight, environmental regulatory documentation, NTD data compilation for annual report and Title VI reporting and monitoring, and performs additional related work as required or assigned.

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, and 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 at various organizations and makes presentations related to Bridge and transit planning, researches projects such as short and long-range financial and transportation projections, environmental impact studies/reports, State Legislative reports and revenue and patronage studies including NTD data compilation for annual report, and Title VI reporting and monitoring
- 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 (Bus and Ferry) fare policies and programs
- Analyzes emerging trends in transit patronage and Bridge traffic to develop plans for future directions for the agency

ESSENTIAL RESPONSIBILITIES CONT:

- 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 relationships 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

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

- Comprehensive knowledge of principles, purposes, scope and methods of public transit and urban transportation operations, planning and management
- Knowledge of federal, state, and local transit and highway regulations and legislation
- Knowledge of statistical research methods and systems analysis
- Working knowledge of business administration policies, practices, principles and theories
- Considerable ability to develop techniques and procedures in the preparation of comprehensive reports
- Ability to demonstrate knowledge and leadership in the areas of complex technical project management and act as effective interdepartmental team leader
- Ability to make clear, concise, complex oral and written presentations to the public
- Ability to develop and maintain effective, cooperative, professional relationships with all encountered during the course of work
- Ability to demonstrate business acumen, integrity, and good judgment
- Ability to interact tactfully and persuasively with others in controversial situations
- Ability to plan, prepare, review, analyze, and present clear and concise findings and make decisions that will stand up to critical scrutiny
- Ability to effectively coach, develop, and evaluate staff
- Ability to apply collaborative work strategies and gain the cooperation of employees at all levels of the organization
- Highly skilled in using computer software and other office technology applicable to business requirements

SELECTION PROCEDURES may include: *

- Supplemental Questionnaire
- Skills Assessment Examination
- Drug Testing**
- Panel Interview
- Department Interview
- Background, Employment and Security Investigation

(*) The District will invite only those candidates whose qualifications **most closely match** the position requirements to continue in the selection process. The District may choose any of the listed procedures for inclusion in this specific recruitment and not all may be used.

(**)The District is a drug free workplace. Applicants under consideration will be required to undergo **and pass** drug testing **prior** to District employment.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, Disability or sexual orientation.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to Accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

R: 04/08

Revised: 11/17/2009
ZWJ/HP/TC