



**POSITION:** SENIOR PLANNER  
(Position is located in San Rafael, CA)

**CLASS CODE:** 91642/Exempt

**OPENINGS:** 1 & To Create A List

**OPEN TO:** All Qualified Applicants

**SALARY:** \$70,102.50 to \$84,747.00 annually + excellent benefits (37.50 Hour Workweek)  
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

**DATE POSTED:** Friday, April 10, 2009

**CLOSING DATE:** Open Until Filled – Review of applications will begin on Monday, April 27, 2009

Please mail or e-mail resumes to:

Human Resources Department  
[jobs@goldengate.org](mailto: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](http://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](http://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](http://www.goldengate.org)  
Office Hours: 8:30 a.m. – 4:30 p.m.

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION**

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

- Application for Employment
- Resume and Cover Letter
- Supplemental Questionnaire
- Evidence of four-year college degree

**EDUCATION/EXPERIENCE REQUIREMENTS:**

**College level training and experience equivalent to:**

- Four-year degree in Planning, Engineering or related field; additional education may be substituted in lieu of experience. Masters degree is desirable
- Five years of recent transportation planning, engineering, or related experience, including independent oversight responsibility of substantial projects
- Two years of personal computer experience, including proficiency in spreadsheet, statistical analysis, and database software. Hands-on use of Geographical Information System software desirable

**LICENSE (S):**

- Desirable to possess and maintain a current, valid California Driver's License and satisfactory driving record (May operate District vehicles to travel to District locations or perform department errands.)

**POSITION DESCRIPTION:**

Under general supervision, of the Planning Director and Principal Planner, manages projects and performs work tasks to support the three elements of the department's work program: Short-Range Service Planning, Long-Range Strategic Planning, and Facilities Planning. Such work tasks include, but are not limited to: Performs difficult and involved transit and bridge operating performance and planning studies, investigations and analyses of various capital projects including general and site-specific facilities and land-use planning for bridge, transit, or transit-related properties. Researches, compiles, and uses data available and necessary to prepare statistical reports and develop recommendations regarding bridge and transit services, operations, and toll and fare policies. Assesses physical feasibility of bridge and transit services and facilities and develops plans accordingly. Meets with local authorities, consultants, and transit groups to exchange bridge and transit information. Researches and interprets applicable local, state, and federal laws and regulations relating to transportation, planning, or environmental permit activities. Supervises the work of Associate and Assistant Planners. May assign work to Associate and Assistant Planners as directed. Uses a personal computer. Performs related duties as required or assigned.

**ESSENTIAL RESPONSIBILITIES (Short-Range Planning assignments):**

- Formulates short-range plans or recommendations on transit services; coordinates short-range service planning with local jurisdictions
- Prepares environmental, financial, and traffic impact assessments for proposed transit service changes, toll and/or fare adjustments, or other policy changes under consideration
- Prepares or reviews environmental impact reports and plans of projects proposed within Golden Gate Transit service areas
- Performs short-range transit supply and demand projections and studies based on available travel data, community surveys, U.S. census data and development reports from cities served by GGBHTD
- Prepares GGBHTD's Short-Range Transit Plan, statistical reporting documents required by federal and state agencies, and other studies
- Performs geographical and demographic analysis of transportation service customers using geographical information systems software as available
- Conducts and coordinates bus and ferry passenger surveys; analyzes data and prepares reports on passenger characteristics
- Monitors and forecasts transit service performance; maintains operating statistics and prepares statistical reports
- Provides staff support to GGBHTD advisory committees

**ESSENTIAL RESPONSIBILITIES (Long-Range Planning assignments):**

- Studies and researches physical characteristics of areas served by Golden Gate Transit; assesses conditions of transportation infrastructure and related features; determines the physical and operational feasibility of transit routes
- Performs long-range transit supply and demand forecasts based on available travel demand models, community surveys, U.S. census data and development reports from cities served by GGTHTD Establishes effective working relationships with land use planners in the District's service area
- Researches new transportation technologies and determines their applicability to District programs

**ESSENTIAL RESPONSIBILITIES (Facilities Planning assignments):**

- Prepares and processes GGBHTD environmental permit applications through appropriate regulatory agencies
- Prepares environmental review and documentation for District facilities' improvement projects
- Assesses conditions at existing transit facilities and develops plans for transit facilities improvements.
- Evaluates proposals for new transit facilities and develops plans to establish new transit facilities.
- May participate in public meetings and hearings; may provide technical information to Director of Planning for Board of Directors Committee and Board meetings

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Skill in using planning and research methods
- Competent in the use of personal computers, including spreadsheets, statistical analysis and database software
- Ability to perform statistical analysis
- Ability to prepare concise reports and to display data graphically
- Ability to prioritize multiple tasks and organize schedules to meet District requirements
- Ability to communicate professionally and effectively, both orally and in writing
- Ability to work professionally and productively with all encountered in the course of work, including personnel in governmental agencies, local authorities, consultants, the general public, and District staff
- Ability to read engineering drawings, contracts, and specifications
- Knows and follows the safety and health rules and safe working practices applicable to the position

**DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:**

- Experience with transportation modeling and GIS desired

**PHYSICAL REQUIREMENTS:**

- Majority of work is completed in an office setting
- At times, work may require long periods using a personal computer
- Ability to observe field operations and collect data as required
- Ability to attend and speak at meetings outside of the District and transport related handouts, displays, and other materials as required

**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: 04/08/2009**

**AZ/TC**

**SENIOR PLANNER**  
**Class Code: 91642/Exempt**

**Human Resources Department/  
Human Resources Coordinator  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318**