



JOB TITLE:	ASSOCIATE PLANNER	DIVISION:	DISTRICT - PLANNING
REPORTS TO:	DIRECTOR OF PLANNING	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

*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

Under direction of the Director of Planning and general supervision of Principal and Senior Planners, performs work tasks to support the department's work program, which includes service and operations planning, short- and long-range planning, facilities planning, and compliance reporting for all three of the District's operating divisions.

This position reviews operational conditions, prepares data for reports and planning studies, researches relevant regulations, and meets with internal staff and external stakeholders on a wide variety of topics to advance the District's business interests. Work may require the use of specialized software, such as GIS and Hastus, and travel to District facilities and off-site meeting locations.

### Essential Responsibilities

- Study and research physical characteristics of areas served by Golden Gate Transit; assess conditions of roads and related features; determine the physical and operational feasibility of transit routes and bus stops.
- Assist with the formulation of short-range plans or recommendations on transit services; coordinate service planning, detour, and bus stop issues with local jurisdictions.
- Review environmental impact reports and statements and project plans within the Golden Gate Transit service area and assess potential impacts to the District's operations.
- Research and compile complex technical, demographic, economic, financial, and other data to prepare statistics and reports regarding bridge operations and transit services, and toll and fare policies.
- Perform bridge traffic or transit demand projections and studies based on available travel data, community surveys, U.S. census data, and development reports from cities served by the District.
- Monitor and forecast transit service performance; maintain operating statistics and prepare statistical reports, including for use by federal and state agencies and the District's Board of Directors. May use Hastus scheduling software as appropriate.
- Conduct geographical and demographic analyses of existing and potential District customers using socioeconomic data from passenger or other market research surveys. May use geographic information system (GIS) software as appropriate.



- Develop, coordinate, and conduct small-scale bus and ferry passenger surveys; analyze data from those surveys and prepare related reports.
- May provide staff support to the District's public advisory committees, including potential attendance at off-site meetings and/or meetings that occur outside normal business hours.
- Meet with local authorities and transportation agencies, consultants, and transit groups to exchange bridge and transit information, data, and specifications. May participate in public meetings and hearings.
- Research and interpret applicable local, state, and federal laws and regulations relating to transportation, planning, or environmental permit activities.
- Perform other related duties as required or assigned.
- Know and follow health and safety rules and safe working practices applicable to the position.
- Regular and reliable attendance and performance are required.

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Principles and practices of transit planning, bus and ferry operations and development, and statistical and research methods
- Federal, state, and local regulations related to transit operations
- Microsoft Office applications, particularly Word and Excel, with demonstrated proficiency in spreadsheets and statistical analysis
- Geographic information system (GIS) or Hastus scheduling software

### Skill in or Ability to:

- Communicate professionally and effectively, both orally and in writing
- Convey accurate information to both internal and external audiences
- Prepare concise reports and display data graphically
- Work professionally and productively with all encountered in the course of work, including District staff, personnel in government agencies, local authorities, consultants, and the public



## Minimum Qualifications

### Education and/or Experience:

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

- Bachelor's degree in Planning, Engineering, or related field. Additional position-related experience may be substituted in lieu of degree; a written statement detailing such experience must be attached.
- Two years of recent full-time experience in transportation planning, land-use planning, engineering, or closely related field. Additional education (Master's degree) may be substituted in lieu of one year of 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. Regular travel is required.

### Physical Requirements:

Mobility to work in a typical office setting. Ability to communicate effectively in person or via other means, including by telephone, email, and online meeting applications. Routine use of computer, telephone, and other office equipment. Ability to read materials in print and on a computer screen. Ability to travel to District facilities and various meeting locations in the Bay Area. Ability to observe field operations and collect data as required. Ability to attend meetings and transport related handouts, displays, and other materials as required.