



JOB TITLE:	PRINCIPAL PLANNER	DIVISION:	DISTRICT - PLANNING
REPORTS TO:	DIRECTOR OF PLANNING	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	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 general direction from the Director of Planning, manages projects, leads and supervises staff, and performs complex 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 develops, analyzes, and executes complex assessments of policies and operating conditions or manages such efforts by consultants; recommends detailed changes to business practices and facilitates implementation of those changes; produces reports and planning studies, including to comply with federal and state requirements; researches and interprets relevant regulations; and meets with the public, staff, stakeholders, and decision-makers on a wide variety of topics to advance the District's business interests. Receives general assignments or objectives from the Director of Planning, and performs related duties as required or assigned. Work requires the use of specialized software and travel to District facilities and off-site meeting locations. May supervise and assign work to Associate Planner(s), Planner(s), and Senior Planner(s).

Essential Responsibilities

- Research, compile, analyze, and interpret complex technical, demographic, economic, financial, and other statistical data, or oversee such efforts, and develop or manage development of transit plans and projects, such as the District's transit service plan, transit capital improvement program, and proposed bridge toll or transit fare changes.
- Monitor, forecast, and evaluate transit service performance and patterns of bridge traffic, parking, and transit service patronage and recommend changes where necessary.
- Prepare or supervise preparation of evaluations of the efficiency and effectiveness of bus and ferry routes, schedules, major transit facilities, and bus stops. Recommend specific improvements based on these evaluations, assess the feasibility of these changes, develop plans for implementation, and facilitate their implementation as appropriate. May use Hastus scheduling software as needed.



- Serve as the project manager for major compliance documents, including the Short-Range Transit Plan (SRTP), National Transit Database (NTD), Title VI, and other federal and state reports, including oversight of consultants, junior staff, and related work tasks and meetings necessary to provide input on and develop these reports.
- Lead teams of planning and other staff working on planning projects. Develop and manage project staffing requirements and timelines.
- Prepare official recommendations and informational reports for consideration by the public, the District's Board of Directors, and technical staff of the District or other agencies and groups.
- Prepare or assist with verbal presentations to staff groups, public groups, and the boards of local municipalities and advise District personnel on matters related to interactions with these groups.
- Support and coordinate staff responsibilities regarding Service Review Committee and other internal and external coordination meetings as directed. May participate in public meetings and hearings.
- Act, when directed, as liaison between the District and other agencies on planning matters by reviewing outside reports, attending meetings, drafting correspondence, and providing technical information to public agencies and other transit groups.
- Supervise or provide staff support to the District's public advisory committees, including attendance at off-site meetings and/or meetings that occur outside normal business hours.
- Manage planning consultant efforts as directed. Prepare scopes of work for projects to be undertaken by consultants, coordinate the consultant selection process, act as a technical liaison with consultants, and coordinate contract administration.
- Develop, coordinate, and conduct bus and ferry passenger surveys; analyze data from those surveys and prepare related reports, and develop actionable items based on their findings.
- Assist other departments with the development of appropriate bus and ferry schedules and operating procedures, effective tolling and electronic revenue programs, and capital projects that support the District's transit services and operating facilities.
- Research and interpret applicable local, state, and federal laws and regulations relating to transportation, planning, or environmental permit activities.
- Represent the Director of Planning in their absence at various District meetings, meetings with other public agencies, and within the Planning Department.
- May supervise and assign work to Associate Planner(s), Planner(s), and Senior Planner(s).
- Perform other related duties as required or assigned.
- Know and follow, and ensure employees under their supervision know and follow, health and safety rules and safe working practices applicable to all relevant positions.
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills and Abilities

Working knowledge of:

- Systems analysis and principles and practices of transit planning, bus and ferry operations and development, statistical and research methods, and financial analysis and budgeting
- Project development and management, and contract administration
- Team building and effective supervision of staff for project work
- Federal, state, and local regulations related to traffic engineering and transit operations



- Microsoft Office applications, particularly Word and Excel, with demonstrated proficiency in spreadsheets and statistical analysis
- Hastus scheduling and transportation modeling software

Skill in or Ability to:

- Communicate professionally and effectively, both orally and in writing, and through presentations to internal and external stakeholder groups, decision-making bodies, and the public
- Use strong interpersonal skills to navigate consensus in a contentious situation
- Demonstrated ability to work independently and in teams and to provide effective direction to junior staff
- Convey accurate information to both internal and external audiences
- Perform statistical analyses, prepare concise reports, and display data graphically
- Collect, analyze, and interpret transit and traffic operations data
- Analyze and make financial and operational recommendations
- Solve problems at both the micro- and macro-level with minimal supervision
- Demonstrated skill in using planning and research methods to further the District's goals
- Prioritize multiple tasks and organize personal workload and workload of junior staff to meet the District's needs
- 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, Public Administration, or related field. Additional position-related experience may be substituted in lieu of degree; a written statement detailing such experience must be attached. Master's degree is highly desirable.
- Ten years of recent full-time experience in transportation planning, systems planning, or closely related field, two years of which must include project development and management experience. Additional education (Master's degree) may be substituted in lieu of one year of experience. Two years of supervisory experience is highly desirable.

Required License:

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

**Physical Requirement:**

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 or further away. Ability to observe field operations and collect data as required. Ability to attend and speak at meetings and transport related handouts, displays, and other materials as required.