



JOB TITLE:	<b>SENIOR PLANNER</b>	DIVISION:	<b>DISTRICT - PLANNING</b>
REPORTS TO:	<b>DIRECTOR OF PLANNING</b>	EEO CATEGORY:	<b>02-PROFESSIONAL</b>
FLSA:	<b>NON-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

Under general supervision of the Director of Planning and Principal Planners, manages projects and 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 advances the District’s business interests by analyzing complex operating conditions and recommending detailed changes, producing reports and planning studies, researching and interpreting relevant regulations, and meeting with internal staff and external stakeholders on a wide variety of topics. Work may require the use of specialized software, such as GIS and Hastus, and travel to District facilities and off-site meeting locations. May supervise and assign work to Associate Planner(s) and Planner(s) as directed.

### Essential Responsibilities

- Research, compile, analyze, and interpret complex technical, demographic, economic, financial, and other statistical data for the 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 routine 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.
- Prepare or oversee preparation of major compliance documents, including the Short-Range Transit Plan (SRTP), National Transit Database (NTD), Title VI, and other federal and state reports, including the organization of internal stakeholder meetings to provide input on these reports.
- 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 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.
- Develop and coordinate changes to the District's routes and fares in the Clipper and Genfare systems.
- 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.
- Formulate short- and long-range plans or recommendations on transit services; coordinate service planning, detour, and bus stop issues with local jurisdictions when needed.
- 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.
- Assess feasibility of transit service changes and develop plans for implementation. May use Hastus scheduling software as appropriate.
- Analyze possible environmental impacts that could result from proposed service, operations, or pricing changes to the District's transit or bridge operations.
- Obtain encroachment or other permits as necessary to address the District's business needs.
- 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.
- 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 bus and ferry passenger surveys; analyze data from those surveys and prepare related reports.
- 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.
- Support environmental reviews related to the District's transit projects.
- Research and interpret applicable local, state, and federal laws and regulations relating to transportation, planning, or environmental permit activities.
- May supervise and assign work to Associate Planner(s) and Planner(s) as directed.
- 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:

- 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 team building and coordination for project work
- 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), Hastus scheduling, transportation modeling, or database software
- Public transit and/or bridge operations

### **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
- Demonstrate ability to work independently and in teams and to provide effective direction to Associate Planner(s) and Planner(s) as needed
- 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
- Demonstrated skill in using planning and research methods to further the District's goals
- Prioritize multiple tasks and organize workload 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, 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 desirable.
- Seven years of recent full-time experience in transportation planning, engineering, or closely related field. Additional education (Master's degree) may be substituted in lieu of one year of experience. Experience in public transit and/or bridge operations is desirable.

### **Required License:**

- Must possess and maintain a current, valid California Driver's License and satisfactory driving record.



**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 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.