



JOB TITLE:	<b>ASSOCIATE 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 direction of the Director of Planning and general supervision of principal and senior planners, 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 as available and necessary to prepare statistics and 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. Uses a personal computer and performs related duties as required.

### Essential Responsibilities

- Studies and researches physical characteristics of areas served by Golden Gate Transit; assesses conditions of roads and related features; determines the physical and operational feasibility of transit routes
- Formulates short-range plans or recommendations on transit services; coordinates short-range service planning with local jurisdictions
- Processes GGBHTD environmental permit applications through appropriate regulatory agencies
- 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 and long-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 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
- May participate in public meetings and hearings; may provide technical information to Director of Planning for Board of Directors Committee and Board meetings
- Processes applications for permits, licenses, easements, or leases of GGBHTD properties
- Formulates plans or recommendations on bridge and transit facilities; coordinates facility planning with local jurisdictions
- Performs other duties as assigned
- Know and follows the safety and health rules and safe working practices applicable to the job
- Regular and reliable attendance and performance are required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- MS Office including spreadsheets, statistical analysis and database software; experience with transportation modeling and/or GIS software desirable

### Skill in or Ability to:

- Planning and research methods
- Perform statistical analysis
- Prepare concise reports and display data graphically
- Communicate professionally and effectively, both orally and in writing
- 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
- Read engineering drawings, contracts, and specifications desirable

## Minimum Qualifications

### **Education and/or Experience:**

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

- Four year degree in Planning, Engineering, or related field. Additional position-related experience might be substituted in lieu of degree (a written statement detailing experience must be attached)
- Two years' full-time recent position related experience in transportation planning, physical systems planning or a closely related field
- Two years of personal computer experience, including proficiency in spreadsheet, statistical analysis and database software. Position uses MS Word and Excel. Experience using Geographical Information System software desirable.



- Additional education (Master's degree) may be substituted on a year-for-year basis for qualifying experience. Applicants substituting additional education for qualifying experience must attach evidence of advanced degree

**Required License:**

- Desirable to 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 in person and over the telephone. Ability to read printed materials and a computer screen. Approximately 60% of the time position requires using a personal computer. Routine use of computer, telephone and other office equipment. Occasional travel to District facilities or to Bay Area locations to communicate to various groups. May conduct field inspections of facilities.