



|                 |                             |                   |                            |
|-----------------|-----------------------------|-------------------|----------------------------|
| JOB TITLE:      | <b>PRINCIPAL PLANNER</b>    | DIVISION:         | <b>DISTRICT - PLANNING</b> |
| REPORTS TO:     | <b>DIRECTOR OF PLANNING</b> | EEO CATEGORY:     | <b>02-PROFESSIONAL</b>     |
| FLSA:           | <b>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 direction from the Director of Planning, manages projects, leads and supervises staff and performs difficult and complex transit planning studies, investigations and analyses. Supports the three elements of the department work program: Short-Range and Service Planning, Long-Range Strategic Planning, and Facilities Planning. Develops various transit and traffic analyses, plans, and projects which include complying with requirements of CEQA, NEPA, Title VI and ADA. Develops, executes, analyzes and summarizes complex planning projects or manages consultant efforts to accomplish such projects. Coordinates the District's data using sources from, Golden Gate Bridge Traffic and Toll Revenue Collection System and data from outside the District, and will plan for new data resources to be integrated into the District's systems as they become available on-line. Provides District data regarding bridge, road and transit facilities, traffic data and performance, transit ridership and performance, and toll and parking policies to outside and partner agencies.

Makes regular personal contact with District staff to interpret planning policy and interacts with outside public works and transit partner agency representatives to exchange planning and conceptual design information. Regularly works with the public and other agencies to develop and implement District programs. Receives general assignments or objectives from the Director of Planning, and performs related duties as required or assigned.

### **Essential Responsibilities**

- Researches, compiles, analyzes and interprets complex technical, demographic, economic, financial and other statistical data for the development of various roadway and transit facility plans and projects such as the District's transit service plan, transit capital improvement program, proposed bridge tolls or parking facilities.
- Monitors and evaluates transit service performance, bridge traffic patterns, parking occupancy and trends, and transit service patronage, including the use of computer techniques or models where appropriate
- Prepares, or supervises preparation of, routine evaluations of the efficiency and effectiveness of bus on-street operations, major transit facilities and bus stops. Recommends specific improvements based on these evaluations

- Assists in the preparation of the District's Short-Range Transit Plan and other federal and state required reports, including the organization of meetings between various staff providing input to these reports on an as-needed basis
- Leads teams of planning and other staff working on planning projects. Develops project staffing requirements and timelines
- Prepares official recommendations and informational reports for consideration by the general public, the District's Board of Directors, technical staff of the District or other agencies and other groups on technical and planning subjects. Prepares or assists with verbal presentations to staff groups, public groups, and the boards of local municipalities and advises District personnel on matters related to interactions with these groups
- Supports and coordinates staff responsibilities with regard to monthly meetings of the District's Service Review Committee and other internal and external coordination meetings as directed
- Acts, 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. Communicates with the general public on technical matters related to facility planning and District data
- Supervises or provides staff support and coordination to certain advisory groups to the District, including the District's three Passenger Advisory Committees (Bus Passengers Advisory Committee, Ferry Passengers Advisory Committee, and Advisory Committee on Accessibility), as appropriate when specific questions related to bus, ferry, or bridge traffic operations or facilities need a response.
- Prepares scopes of work for planning projects to be undertaken by consultants; coordinates the process of consultant selection; provides technical liaison with consultants and coordinates contract administration
- May assist District Engineering Department with development of capital projects related to transportation and traffic support facilities
- Represents Director of Planning in their absence at various District meetings, meetings with other public agencies, and with the Planning Department
- May assign and supervise work of Senior Planner and Associate Planners
- Performs related duties as assigned
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules
- Regular and reliable attendance and performance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Systems analysis, principles, practices and purposes of traffic engineering, transit facilities planning, statistical and research methods, bus, ferry and rail transit operations and development, and economics, financial analysis and budgeting
- Project Management
- Team building and supervision
- Federal, state and local regulations related to traffic engineering and traffic and transit operations
- Contract administration



### **Ability to:**

- Solve problems at both the micro- and macro-level
- Demonstrate excellent verbal and written communication skills, with an emphasis on technical report writing, interpersonal skills, and the ability to navigate a consensus in a contentious situation
- Demonstrate initiative in taking on new projects
- Use computer systems routinely and effectively
- Collect, analyze and interpret traffic and transit operations data
- Analyze and make financial and operational recommendations as needed
- Use a personal computer for general analytical and report writing tasks; competence with traffic engineering software is, highly desirable

## **Minimum Qualifications**

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

- Four year degree in Planning, Engineering, Public Administration or a closely related field
- Five years' recent, full-time position related experience in transportation planning, systems planning or a closely related field, two years of which must include strong project management experience
- Additional qualifying experience may be substituted on a year-for-year basis for education; applicants substituting additional qualifying experience for education must attach a statement explaining the additional qualifying experience
- Master's degree is highly desirable
- Two years supervisory experience highly desirable

### **Required License:**

- Desirable to possess and maintain current, valid California Driver's License and satisfactory driving record. Position occasionally travels to other District offices and meetings using District vehicles.

### **Physical Requirement:**

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. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities or to Bay Area locations to communicate with various groups. May conduct field inspections of facilities