



**POSITION:** SENIOR PLANNER, Req. # PS100530  
(San Rafael, CA)

**SALARY RANGE:** \$70,102.50 to \$84,747.00 annually + excellent benefits (37.50 Hour Workweek)  
*(Employee pays 8% of salary/wage toward CalPERS retirement plan)*

**DATE POSTED:** Tuesday, May 4, 2010

**CLOSING DATE:** Open Until Filled – Review of applications will begin on Friday, June 4, 2010

**OPEN TO:** All Qualified Applicants

**OPENINGS:** 1 and to Create an Eligibility List for this recruitment

### **POSITION DESCRIPTION:**

Under general supervision of the Director of Planning and Principal Planner, the Senior Planner manages projects and performs various work tasks to support the Facilities Planning element of the department's overall work program. Work tasks include, but are not limited to: Performs complex and involved bus and ferry transit and bridge facilities planning studies, prepares documentation for environmental reviews related to the District's transit and bridge facilities projects, reviews and comments on environmental documents related to programs or improvements affecting the District's transit and bridge operations, investigates and analyzes various capital projects including general and site-specific facilities and land-use planning for bridge, transit, railroad or transit-related properties. Assesses physical feasibility of bridge and bus or ferry transit services, facilities, and terminals and develops plans accordingly. Meets with local transit and transportation agencies and consultants to collect or review bridge and transit information, data, and specifications. Researches and interprets applicable local, state, and federal laws and regulations relating to transportation, planning, or environmental permit activities. May delegate and oversee assigned work to Associate Planners as directed. Uses a personal computer on a daily basis to analyze data and prepare reports, and may enter data collected from field reviews into a database or spreadsheet format. Performs other related duties as required or assigned.

### **MINIMUM JOB REQUIREMENTS:**

#### **College level training and experience equivalent to:**

- Four-year degree in: Planning, Engineering, or related field; additional education may be substituted in lieu of experience. Masters degree is highly desirable. (Degrees confirmed at time of offer.)
- Five years of recent transportation Planning, Engineering, or related experience, including independent oversight responsibility of substantial projects
- Must be proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook. (Access experience desirable.)

**ESSENTIAL RESPONSIBILITIES:**

- Assesses the physical conditions of transportation infrastructure and related features within the Golden Gate Transit service area; determines the physical and operational feasibility of transit routes or stops
- Reviews and prepares comments on road or freeway plans affecting District facilities and services
- Establishes effective working relationships with Traffic Engineers, Public Works staff, Land Use Planners, and Transit Service Planners at local government and partner transit agencies in the District's service area
- Assesses conditions at existing transit facilities and develops plans for transit facilities improvements
- Evaluates plans and proposals for new bus and ferry transit facilities or proposed modifications to existing facilities
- Prepares environmental documentation and traffic impact assessments for proposed District facility improvements, transit service changes, toll and/or fare adjustments, or other policy changes under consideration
- Prepares environmental or encroachment permit applications through appropriate regulatory agencies
- Reviews environmental impact reports for projects affecting District facilities and services
- Analyzes short- and long-range transit supply and demand forecasts and studies based on available travel data, community surveys, U.S. Census data and traffic or development reports from cities served by GGBHTD, and may perform travel demand forecasts based on planned changes to the District's transit service or Bridge toll programs
- Performs geographical and demographic analysis of transportation service customers using geographical information systems software as available
- May participate in public meetings and hearings; and may provide technical information to the Director of Planning for the Board of Directors Committee and Board meetings

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Working knowledge of principles of traffic engineering, traffic control devices and levels-of-service
- Ability to read engineering drawings, contracts, and specifications
- Familiarity with the physical design requirements of the Americans with Disabilities Act (ADA)
- Demonstrated skill in using planning and research methods
- Competent in the use of personal computers, including spreadsheets, statistical analysis and database software
- Ability to perform statistical analysis
- Ability to prepare concise reports and to display data graphically
- Ability to prioritize multiple tasks and organize schedules to meet District requirements
- Ability to communicate professionally and effectively, both orally and in writing
- Ability to 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
- Knows and follows the safety and health rules and safe working practices applicable to the position

**DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:**

- Experience with transportation demand and traffic modeling
- Engineer-in-Training (EIT) certificate or similar
- Working knowledge of Microsoft Access
- Ability to manipulate plan sheets in PDF-format (Adobe Acrobat)

**PHYSICAL REQUIREMENTS:**

- Majority of work is completed in an office setting
- At times, work may require long periods using a personal computer
- Ability to observe field operations and collect data as required
- Ability to attend and speak at meetings outside of the District and transport related handouts, displays, and other materials as required

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Normal working conditions for this position are in an office, outdoor or shop environment
- Employee must be mobile and able to travel to alternate work sites in the Bay Area as well as travel to long-distance external locations for extended time periods
- 24-hour call position requires ability to work beyond standard office hours to attend evening and weekend meetings, and may need to meet with employees working swing and graveyard shifts and respond to emergencies as required or assigned

**LICENSE(S):**

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

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**APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENT STATED MAY RESULT IN REJECTION OF YOUR APPLICATION**

**THREE WAYS TO APPLY:**

- **E-MAIL to: [jobs@goldengate.org](mailto:jobs@goldengate.org):**  
Please reference the position title in the subject line of your email.
- **MAIL to: Human Resources Department – T. Claire**  
1011 Andersen Drive  
San Rafael, CA 94901-5318
- **Apply IN PERSON:** at 1011 Andersen Drive, San Rafael, CA 94901-5318

For directions and general information visit our web site – [www.goldengate.org](http://www.goldengate.org)

**Office Hours: 8:30 a.m. – 4:30 p.m.**

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

1. Application for Employment (Application required for external applicants only.)
2. Cover Letter and Resume
3. Evidence of Bachelor's degree or statement supporting additional experience in lieu of degree.

**\*\*Materials received after the first screening date will not be considered for initial panel interviews\*\***

**THE SELECTION PROCESS FOR THIS POSITION will include:**

- Oral Panel Interview (*Candidates best meeting the qualifications listed on this Job Announcement will be invited to participate in Oral Panel Interview which may include a writing assessment.*)
  - Second departmental interviews for final candidates
- \*The District is a drug-free workplace.
- \*\*The District will invite only those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.

**AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

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RD/MP/TC

**SENIOR PLANNER**  
**Class Code: 91642/Exempt**

**Human Resources Department/  
Human Resources Coordinator  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318**