



Senior Transit Planner

Summary

Perform professional, complex transportation activities, analyses, and planning studies, oversee contracts and providers, identify and secure transportation funds; manage finances, accounts, grants, and budgetary functions for the Transit Division.

Class Characteristics

General direction is provided by a higher-level manager; responsibilities may include the indirect and direct supervision of professional, technical, and administrative support personnel.

This is the advanced journey level class in the Transit Planner series. This class is distinguished from lower level classes by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Incumbents perform the most difficult and responsible types of duties assigned within this series and are required to be fully trained in all procedures related to assigned areas of responsibility. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Develop and manage the Transit Division grant program; oversee and coordinate the division grant funding finances, establish grant funding agreements, create and manage overall grant funding plans and manage multiple grants to ensure all expenses are allocated properly; oversee state, regional, and federal Transit grant funding audit processes.

Prepare the annual budget and management and organization of day-to-day finances and accounts.

Coordinate preparation of the Petaluma Transit Short-Range Transit Plan; organize and incorporate input.

Review City development applications for transit related considerations, draft, and submit input for City conditions of approval.

Assist with development and oversight of Transportation Demand Management (TDM) and Vehicle Miles Traveled (VMT) mitigation programs and other transportation related initiatives implementing the City's Climate Action Plan.

Manage planning studies including evaluating Requests for Proposals and Requests for

Qualifications; conduct cost, price, and source analysis; and evaluate preliminary cost estimates.

Perform analytical tasks in support of transportation planning including evaluation of various aspects of program planning, development, and implementation; conduct transportation studies which include using G.I.S. mapping.

Conduct technical analysis using economic, demographic, ridership data to advise on current issues and trends that may affect ridership, service, or use of property.

Monitor public transit system services and operations for compliance with federal, state, and local guidelines and regulations.

Participate in multi-jurisdictional cooperative transportation planning; work with peers from federal, state, and regional agencies, and from other transit agencies, and staffs of elected local, state and federal officials.

Represent the City, Transit Division, and Public Works & Utilities Department on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

Oversee, review, and perform a variety of transportation studies, including using G.I.S. mapping; prepare maps, diagrams, graphs and other material related to transportation plans.

Prepare and present staff reports.

Respond to inquiries and requests for information; resolve service issues and complaints.

Oversee and monitor contractors and contract compliance activities and processes.

Provide technical and functional direction to assigned staff; may assist in completing employee evaluations and training employees.

Perform related duties as assigned.

Skills/Abilities:

Perform a wide range of complex to broad transportation planning functions and duties.

Perform complex financial, statistical, comparative, and management analyses and calculations using a variety of data to support recommendations.

Establish and implement procedures for budget and project control.

Effectively monitor grant activities for compliance with contractual agreements and regulations.

Perform difficult staff work including comprehensive reports of regional and multimodal transportation plans and research findings utilizing multiple sources of information.

Identify funding sources for proposed and current projects.

Develop, organize, and maintain accurate financial records.

Interpret contract provisions and change orders.

Interpret and explain organizational policies and procedures.

Research, draft, assemble, and present written or oral reports including data and recommendations; make effective presentations before groups, organizations, and related audiences.

Check and review the work of subordinate staff as assigned.

Exercise sound independent judgment within established guidelines.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, and vibrations. The noise level in the work environment is usually moderate, but at times may be high.

Qualifications

Knowledge of:

Principles and practices of transit and transportation planning.

Intensive practices and trends in transportation policy development, planning, and analysis.

Local, state, and federal laws, regulations and guidelines relating to public transit safety, planning, operations, claims and grant allocations, and audits.

Principles and practices related to procurement and lease and contract administration.

Principles and practices of grant development, application, and administration.

Advanced mathematical principles including statistical techniques, methods and formulas, and financial cost/benefits analysis.

Principles of business letter writing and report preparation.

Principles and methods of supervision and training.

Current office procedures, methods, and equipment including computers and applicable software applications.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities

would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in urban & regional planning, public or business administration, transit or transportation management, accounting, finance, economics, or a closely related field is required.

Experience:

Four years of professional grant development and planning experience including budgetary or financial analysis experience. Prior experience working with a public transit agency is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 12/07/2020

Resolution #: 2020-174 N.C.S.

Department: Public Works and Utilities

FLSA Status: Exempt