

Job Description
SENIOR TRANSPORTATION PLANNER

Salary Range \$77,322 to \$96,320

Application Due Date: 10/26/2018

DEFINITION

This is the third of three positions under the planner classification. Under direction of YCTD's Executive Director, or his/her designee, to perform a variety of professional planning and service monitoring, customer service and support assignments, prepare and present planning reports, studies and recommendations, and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification involves a broad range of planning assignments requiring comprehensive planning, administrative, grant, and public transportation knowledge.

ESSENTIAL FUNCTIONS

Oversee the preparation of grant applications, certifications and assurances and other grant application related submittals. Update Title VI plan, Limited English Proficiency Plan, Disadvantaged Business Enterprise plan and other grant related support documents.

When directed, oversee activities of the Assistant Transportation Planner and Associate Transportation Planner positions, as well as YCTD interns.

When directed, review, research and respond to customer related concerns regarding service in a courteous, professional manner, conferring with supervisor. When directed, undertake problem solving activities and develop recommendations to improve customer satisfaction.

Meet with the public, private firms and other agencies to provide and gain information on subjects related to transportation related issues and studies; gather, analyze, and prepare summaries of complex statistical and background data; and prepare short and long-range transportation planning studies. Make verbal and visual presentations. When directed, perform transit service planning, scheduling, and run-cutting. Administer updates of YCTD's database relative to its automatic vehicle location system. Oversee the development, updates, distribution, use and inventorying of service maps, drawings, schedules, brochures, real time information displays and other marketing related materials.

Work with consultants and contractors as needed; provide recommendations on a variety of transportation planning issues; coordinate planning activities with other government agencies. Coordinate with customer service and implement marketing related activities when assigned by the Executive Director or his/her designee. When directed, assist in the drafting of Board and committee related agenda, minutes, staff reports, meeting materials and packets. Act as support staff to Board and committees when directed by Executive or the Deputy Director, Operations, Planning and Special Projects. Provide staff support in the development of the congestion management plan or Countywide Transportation Expenditure Plan updates, Countywide Transportation Capital Improvement Plan, Short Range Transit Plan, and other documents. When directed, provide staff support for projects such as streetcar, bike share, countywide transportation capital improvement plan, rail relocation, Smart Card and other projects that are assigned to him/her. Oversee and undertake development reviews and make recommendations regarding mitigation measures that are consistent with the congestion management plan, transportation control measures, regional transportation plan, short range transit plan, countywide transportation capital improvement plan and regional transportation improvement program. Perform other related duties at the direction of the Executive Director or Deputy Director, Operations, Planning and Special Projects.

EXPERIENCE

Minimum four (4) year's experience in transit service planning, transportation planning, land use planning, environmental planning, or closely related field.

Education

Minimum four-year degree or equivalent from an accredited college or university, or graduate level work (working on an advanced degree), in a planning, public administration, business administration, transit, or closely related field. Experience in a related field may be substituted for education on a year-for-year basis.

License

A valid California driver's license will be required. Employee will be required to use his/her personal automobile (with mileage reimbursement from employer) which employee shall insure.

KNOWLEDGE AND ABILITIES

Knowledge of: theory, principles, and practices of governmental and transportation planning, current trends in federal, state, regional and local transportation planning, financial and budgeting knowledge, statistical and research methods as applied to the collection of data, laws, ordinance, rules and regulations affecting land use. Long-range transportation needs and transportation techniques, theory and principles of automated data collection and processing, working knowledge of Windows-based PCs, spreadsheet and database applications and programming. Scheduling and run-cutting knowledge would be helpful. Ability to: prepare own reports, collect, analyze and compile statistical and technical information pertaining to public transportation planning, organize, conduct, coordinate, and present major planning research studies, prepare comprehensive planning reports that are clear and concise, explain planning issues, land use ordinances, environmental impact issues, and proposed plans to member of the public and government officials, communicate effectively, both orally and in writing, establish and maintain a cooperative working relationship with others. Must possess excellent verbal and written communication skills, producing professional quality work.

Must be able to work professionally and courteously—alone, with co-workers and in group situations.

Speaking and written knowledge of Spanish is desirable, though not required.

Medical Class 1 - Light Work

This class will require light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

The District (Yolo County Transportation District) in implementing its affirmative action program actively seeks ethnic minority, female, and disabled applicants.

An Affirmative Action/Equal Opportunity Employer.

Applications Due: 9/14/18 by 4 pm at YCTD, 350 Industrial Way, Woodland, CA 95776. Application and complete job description available at www.yolobus.com/aboutyctd/jobs.php or by calling (530) 402-2819 or e-mail ksouza@yctd.org. Interviews will be conducted 9/28/18. Additional dates may be added as necessary.

Benefits:

- Health Insurance (through PERS) employer monthly contribution limits of \$621.70 employee only, \$1,243.38 employee plus one, or \$1,616.40 employee plus family.
- Retirement: See below*
- YCTD is not a Social Security employer
- Vision and Dental at 90% of lowest County of Yolo rate for employee, employee plus one or employee plus family
- Floating Holidays: 4 per year
- Paid Holidays: 10 per year
- Vacation: 2 weeks per year first 3 years, then rises
- Sick Leave: Accrues at the rate of one day per month

*Retirement program. Position is subject to the requirements of the California Public Employee Pension Reform Act (PEPRA) of 2013. Under the act, new employees are required to match equally the employer contribution toward retirement. "New members" are individuals who join any public retirement system on or after January 1, 2013 and individuals who were last in CalPERS or a reciprocal system more than 6 months before their hire. The current employee contribution rate under PEPRA is 6%.

For more specific information, go to: <http://www.calpers.ca.gov/> .