



GROUP MANAGER, PLANNING

FC: XF128

PB: 12

BU: 95 (NR)

August 2002

Revised: January 2018

*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.*

DEFINITION

Plans directs, manages and oversees the activities and operations of a major planning area within the Planning, Development & Construction Department; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Chief Transit Systems Development Officer; and performs related work as assigned.

CLASS CHARACTERISTICS

Positions in this class manage, through subordinate managers and supervisors, planning activities to improve service and revenues for the District. The planning activities include expansion planning, station planning, service integration, strategic and policy planning, and short and long-term capital and operations planning. Incumbents are accountable for accomplishing all departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Chief Transit System Development Officer in that the latter is responsible for a portfolio of programs within Planning, Development & Construction, and will provide direct supervision to several Group Manager level positions responsible for overseeing each program.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for all planning services and activities including planning for future extensions and commuter rail operations; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

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3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Assigns and participates in completion of work products for presentation to the Board of Directors; reviews and approves work products.
7. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Directs the development of environmental assessments (EIR's/EIS's); ensures all recommended actions comply with mandated requirements.
10. Oversees and participates in the development and administration of the departmental budget; secures adequate financial resources; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Ensures representation of the planning group to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Provides staff assistance to the Chief Transit System Development Officer or Assistant General Manager, Planning, Development & Construction; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

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14. Attends and participates in professional group meetings; reviews professional reports, periodicals, and presentations; stays abreast of new trends and innovations in the field of transportation planning and research and development.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations and activities of a comprehensive transportation planning program.
Principles and practices of transportation planning.
Principles and practices of policy development and administration.
Policies, procedures, rules and regulations governing transportation planning.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.
District policies, procedures, and practices.

Skill in:

Managing a comprehensive transportation planning program.
Developing and administering departmental goals, objectives and procedures.
Analyzing complex planning and environmental impact issues.
Analyzing and assessing policies and operational needs.
Identifying and responding to sensitive community and organizational issues, concerns and needs.
Planning, organizing, directing and coordinating the work of lower level staff.
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
Researching, analyzing and evaluating new service delivery methods and techniques.
Preparing clear and concise administrative and financial reports.
Preparing and administering large and complex budgets.
Interpreting and applying applicable Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in transportation planning, public administration, business administration or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable transportation and strategic planning experience which must have included at least three (3) years of management and administrative responsibility.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 01