



## CHIEF PLANNING AND DEVELOPMENT OFFICER

**JC:** 000276  
**PB:** 13  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** March 2011  
**Revised:** June 2019

*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**

Under general direction, manages and oversees districtwide planning and development activities; directs the development of projects and policies to improve and expand the BART system, including strategic planning; station area planning, customer access, sustainability and real estate; monitors performance and ensures quality customer service to the public, stakeholders and other BART departments; provides highly responsible and complex management and policy support to the General Manager; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a chief officer level classification which is responsible for providing direction to line operations for staff and contractors who are responsible for the delivery of services and ensures the implementation of programs, policies and procedures within Planning and Development. This classification has direct oversight for all portfolios of programs within Planning and Development, and will provide direct supervision for several Group Manager or similar positions. In addition to exercising leadership in managing the accomplishment of assigned work, this classification participates in the development and implementation of departmental goals, objectives, policies and priorities for assigned service areas.

### **REPORTS TO**

General Manager or designee.

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

1. Manages portfolio of projects and policies, including staff and consultants, and advance items for Executive staff and Board decision making; portfolio includes Strategic Planning (extensions), Station Area Planning, Customer Access, Sustainability (energy) and Real Estate.
2. Manages Capital portfolio of large-sized capital programs, extension construction projects, contract administration, project finance and administration, systems integration, strategic planning, real estate and property development.
3. Provides overall coordination and management on behalf of the Assistant General Manager, PD&C assigned services and activities; participate in the development of policies and procedures.

## Chief Planning and Development Officer

Page 2

4. Ensures quality customer service to the public, stakeholders, and other BART departments.
5. Participates in the development and implementation of executive office and assigned service area goals, objectives, policies and priorities.
6. Establishes, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
7. Oversees, through senior management staff, the delivery of services for the Office of System Development or Extensions; work with key staff to identify and resolve problems.
8. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
9. Oversees and manages assigned projects including setting policies, goals and objectives and determining priorities to meet those objectives.
10. Oversees the work of consultants on extension projects; determine scope of project; evaluate project changes and estimated costs; authorize expenditures and payments to consultants.
11. Oversees and coordinates consultant contract administration; resolve disputes with construction contractors and negotiate major change orders.
12. Participates in the selection and evaluation of assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implement discipline and termination procedures.
13. Participates in the development and administration of the budget for assigned programs; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
14. Justifies and defends assigned programs, policies and activities; negotiates and resolve sensitive and controversial issues.
15. Represents the Office to other executive staff, departments, elected officials and outside agencies.
16. Coordinates assigned activities with those of other departments and outside agencies and organizations.
17. Provides staff assistance to the Assistant General Manager, PD&C; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development services.

19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a comprehensive, public rail transportation system and development program.
- Engineering and construction for public rail system.
- BART Strategic Plan, policies and goals as articulated by the BART Board and GM BART.
- Priorities and preferences of General Manager, Assistant General Manager, Board and external partners.
- Principles and practices of civil and structural engineering.
- Principles and practices of construction project management.
- Principles and practices of program development, implementation and administration.
- Principles and practices of contract negotiation and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

**Skills/Abilities in:**

- Participating in the management of a comprehensive public rail transportation system new development program including the structures and systems engineering, construction, financial and administrative program areas.
- Participating in the development of executive office and assigned departmental goals, objectives and procedures.
- Analyzing and assessing programs, policies and operational needs and making appropriate adjustments.
- 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.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Overseeing and managing assigned transit construction and extensions projects.
- Administering contractor and consultant contracts.
- Preparing clear and concise administrative and financial reports.
- 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. Articulating and defending staff position, and evaluate Board member suggestions.
- Collaborating and negotiating with internal and external partners, and stakeholders, and consultants / contractors
- Building trust, diplomacy and tact.
- Establishing and maintaining professional networks.

**MINIMUM QUALIFICATIONS**

**Education:**

Bachelor's degree in Business Administration, Planning, Transportation, or a related field.

**Experience:**

The equivalent of seven (7) years of strategic planning or project management experience which must have included three (3) years of management experience.

**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; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

**Physical Conditions:**

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

**BART EEO-1 Job Group:** 0500 – Executives/Managers

**Census Code:** 0160 – Transportation Managers

**Safety Sensitive:** No