



MANAGER OF PLANNING

JC: QF115
PB: 09
FLSA: Exempt

PC: 930
BU: 95 (NR)
Created: September, 1987
Revised: April 5, 2010

*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

Directs, manages, supervises and coordinates the activities and operations of the Districts or Capitol Corridor Planning Department (s) including extension and/or service planning, funding and resource allocation; represents the District on local, regional, State and Federal planning issues in assigned program areas; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Department; and related duties as assigned.

CLASS CHARACTERISTICS

This position class administers, through subordinate supervisory levels, projects and programs which address issues of service improvement. The incumbent is accountable for accomplishing division goals and objectives and for furthering Department or Executive Office goals and objectives within general policy guidelines.

REPORTS TO

This position reports to the Department Manager of Planning and/or Executive Manager of Capitol Corridor.

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

1. Assumes management responsibility for assigned planning services and activities of the Planning Department including long and short term planning activities related to the improvement and extension of District rail service; represents the District on local, regional, State and Federal planning issues.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned long and short term planning

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programs; recommends and administers policies and procedures in assigned program areas.

3. Monitors and evaluates the efficiency and effectiveness of transportation planning methods and procedures; recommends, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Manages planning aspects of extensions and/or service development including expansions and extensions; assesses future demographic trends, right-of-way issues, and funding alternatives; presents findings to various stakeholders.
6. Prepares and administers requests for proposals; reviews and evaluates proposals; participates in award and administration of contracts.
7. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements practice 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. Oversees and participates in the development and administration of the Planning Department annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Serves as the liaison for the Districts or Capital Corridor Planning Department with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
12. Provides responsible staff assistance to the Department
13. Manages the preparation of a variety of organizational studies, investigations and operational studies; analyzes complex service/extension planning problems; evaluates alternative solutions to problems; recommends modifications to long and short term programs, policies and procedures as appropriate.

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

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive transportation

planning program including extensions planning and related areas.

Principles and practices of transportation planning.

Principles and practices of program development and administration.

Methods and techniques of transportation planning, including analysis of economic and demographic factors.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent public and private sector funding sources for transit program planning and development.

Principles and practices of contract management.

Methods and techniques of financial reporting and compliance.

Federal, State, Regional and local transportation programs and planned developments.

Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive Transportation planning program.

Selecting, supervising, training and evaluating staff.

Participating in the development and administration of planning division goals, Objectives and procedures.

Researching, analyzing and evaluating new extension planning methods and techniques.

Directing and providing transportation planning programs.

Preparing and administering large program budgets.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Interpreting and applying 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, urban planning, economics, business administration, public administration, or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional transportation planning experience which must have included at least two (2) years of administrative and supervisory experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

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