



PLANNER

JC: QF135
PB: C
FLSA: Exempt

BU: 31 (AFSCME)
Created: April 2000

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

Performs a variety of planning duties in support of District transportation service extensions, access, service coordination, and ridership projects; prepares a variety of planning documents including survey analysis reports and technical descriptions; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level class within the Planner series. 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 of the work unit. This class is distinguished from the Senior Planner in that the latter possesses a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff.

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

1. Prepares a variety of planning documents including technical descriptions, survey analysis reports, and memorandums.
2. Evaluates project costs and benefits; submits project justification and supporting data for management review.
3. Reviews plans, reports, and studies related to ongoing long and short-term planning projects; provides feedback and comments; recommends changes as appropriate.
4. Monitors agency and public comments and policies with regard to District operations; attends committee meetings and hearings; provides feedback to District management; integrates comments and policies into District plans.
5. As assigned, participates in the coordination of District resources in multi-jurisdictional projects; ensures requested documentation and data are available to representatives of other agencies.
6. Participates in identification of opportunities to extend District services; as assigned, collaborates with higher level staff in strategic analysis of service extension opportunities.

7. Provides assistance in efforts to align District service with community needs; provides planning data to other divisions and departments; ensures accurate data is integrated into development of service extensions and station and service improvements.
8. Maintains project databases; responds to requests for information and responds as appropriate.
9. As assigned, processes Department budget requests and calendarizes budget; produces project quarterly reports and fiscal year goals and objectives.
10. Organizes and forwards work order/account numbers to project management and staff; maintains a variety of forms and logs.
11. Responds to written and verbal requests by management and Board of Directors; collects planning data and submits to requesting party.
12. Produces and revises administrative forms and checklists for use by staff members; forwards to planning staff for review.

QUALIFICATIONS

Knowledge of:

- Operations services and activities of a transportation planning program.
- Principles and practices of transportation planning and analysis.
- Methods and techniques of transportation planning.
- Analytical techniques and formulas.
- Budgeting principles and practices.
- Principles of business letter writing and basic report preparation.
- Mathematical principles.
- Related Federal, State, and Local codes, laws, and regulations.

Skill in:

- Performing transportation planning duties.
- Identifying and responding to community transportation needs.
- Analyzing transportation planning issues.
- Working independently in the absence of supervision.
- Identifying compliance problems in District facilities.
- Analyzing, summarizing and presenting statistical and demographic data.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.

Other Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must be willing to occasionally travel within the state.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Two (2) years of professional experience in transportation planning and analysis.

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:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No