



## SENIOR PLANNER

FC: QC145  
PB: F  
FLSA: Exempt

PC: 880  
BU: 31 (AFSCME)  
Revised: June2015

*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 or participates in the more complex and difficult work of staff responsible for planning duties in support of extensions and access projects; develops and coordinates services with other transportation agencies; identifies projects for strategic implementation of regional and District goals; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey level class in the Planner series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level and contracted staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished from the Principal Planner in that the latter performs the most complex duties assigned to the series or serves in a working supervisory capacity over lower level District or contracted staff.

### **REPORTS TO:**

This position reports to the Chief Planning and Development Officer or his/her designee.

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

1. Participates in the more complex and difficult work of staff responsible for planning service extensions and service access improvements in District joint transportation projects, service capacity improvements, station rehabilitation, and ridership growth, generates feasibility analyses and technical reports as required.
2. Develops, maintains and updates program databases, including database reports, scenarios, and cost benefit analyses; responds to input from staff regarding database use; implements program changes.

**Sr. Planner**

Page 2

3. Conducts environmental impact assessments; researches, assembles, analyzes, and presents data; works closely with District Architects office to develop a plan to identify the use of water by the District and to reduce water usage; coordinates inter-departmental, outside agency and public review of plans; presents recommendations to District management.
4. Manages and coordinates multiple diverse planning efforts at and related to stations within the BART system, including BART long-term vision, conceptual planning for station modernization, and immediate project-level improvements.
5. Develops, recommends or assists in formulating policy and strategies for implementing plans and planning services and secures capital funds from diverse sources.
6. As assigned, serves as District's representative to coordinate on joint agency planning projects; reviews plans, reports, and studies from other agencies which reference District plans; comments on plans, reports, and studies.
7. Develops scopes of work for feasibility studies, policy research, and project evaluation.
8. Represents District at meetings with local, state, and federal agencies and public; provides information on District plans, policies, and procedures.
9. Oversees inter-operator service agreements and contracts including transportation planning and contracted services, transit schedules, express bus service, and service modifications.
10. Manages the implementation of special accessibility projects including ADA programs; serves as liaison to communicate District program policy, goals and objectives.
11. Prepares and monitors project budgets to ensure project is completed within budget guidelines; pursues funding opportunities; drafts grant proposals; prepares requests for proposal and contract agreements for assigned projects.
12. Directs annual station surveys; reviews and analyzes results of surveys; integrates results into planning recommendations.
13. As assigned, plans, assigns, directs, and reviews work of planners and other staff on an ongoing or project basis.
14. Planning and hosting community outreach events; directing online and community outreach and education.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a transportation planning program.
- Advanced methods and techniques of transportation planning.
- Current and complex principles and practices of transportation planning and analysis.
- Principles and practices of bus operation, schedules, and equipment utilization.
- Procedures and practices of procurement and contract management.
- Computer software programs utilized in transportation planning models.
- Advanced mathematical principles. Statistical techniques, methods and formulas.
- Methods and techniques of financial cost/benefits analysis.
- Principles of business letter writing and report preparation.
- Related Federal, State, and Local codes, laws, and regulations.

**Skill in:**

- Independently performing the most complex short- and long-term District planning duties.
- Interpreting, explaining, and enforcing department policies and procedures.
- Performing assigned project management duties.
- Identifying alternative solutions, projecting impacts and implementing recommendations in support of agreed goals.
- Coordinating the inter-departmental activities and inter-organizational teams.
- Leading, organizing, directing, and reviewing the work of staff.
- Analyzing, summarizing and presenting complex statistical and demographic data.
- Identifying compliance issues in District facilities.
- Identifying and responding to community transportation needs.
- Operating office equipment including computers, word processing, and spreadsheet applications.
- Working independently in the absence of supervision.
- Understanding and following oral and written instructions.
- 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:**

Three (3) years of (full-time equivalent) verifiable professional experience in transportation planning and analysis.

**Sr. Planner**

Page 4

**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.

**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.

**EEOC Code: 02**

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