



Assistant Transit Planner

Bargaining Unit: Professional Employees' Group
FLSA Status: Non-Exempt

DEFINITION

Under close supervision, the Assistant Transit Planner is responsible for providing entry-level support to assist in the development, administration and analysis of the City's public transit programs.

CLASS CHARACTERISTICS

This is the entry-level class in the Transit Planner series and will receive direction and guidance from the Transit Manager. Work given to an incumbent in this class involves assisting in analysis and development of transit programs and services, research of new trends in public transit and comparing how Union City provides service delivery, and participation in coordination events or meetings on behalf of Union City. The Assistant Transit Planner has basic knowledge of the operating procedures and policies of transit and/or transportation planning. An incumbent may advance to the higher levels after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

EXAMPLES OF DUTIES *(illustrative only)*

- Assist in the planning, operations and activities of the City's public transit programs (fixed route, paratransit, and microtransit).
- Assist in a variety of studies for the preparation, analysis, or evaluation of reports and grant requests.
- Assist in the development of regularly occurring required plans or programs such as the Short Range Transit Plan (SRTP), Title VI and Language Assistance Plan (LAP), Transit Asset Management (TAM) Plan, and Public Transportation Agency Safety Plan (PTASP).
- Assist in the preparation of the scope of work (RFP's, IFB's, etc.) and other contract management related tasks such as monitoring and closeout of service and maintenance contracts, professional services, vehicle procurements, etc.
- Use web-based programs designed to provide information to the Computer Assisted Dispatch and Automatic Vehicle Location (CAD/AVL) systems used to track vehicles and provide information to the region's 511 system.

- Work with other City departments, other transit agencies and other public agencies to provide adequate transit amenities, service levels, service coordination and transit or transportation mitigation measures.
- Investigate and respond to inquiries and/or requests by members of the public regarding transit system policies, procedures and services.
- Provide minor assistance with the Public Works Department.
- Perform related duties, responsibilities and assist in special projects as needed.

QUALIFICATIONS

Any combination of experience and training that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Bachelor's degree preferably in transportation planning or other closely related field; and six (6) months of transit planning and/or transportation planning experience which includes, but not limited to, assisting with: field checks, schedule analysis, review transit data, marketing materials, and regional coordination.

Licenses and Certificates:

Possession of a valid Class C California Driver's License with a satisfactory driving record.

Knowledge Of:

- Basic principles, practices and techniques of transit and/or transportation planning; data sources for transit and/or transportation research.
- Basic Paratransit requirements.
- Basic Americans with Disabilities Act (ADA) regulations.
- General Civil Rights regulations.
- Funding sources for transit industry.
- Industry trends and legislation pertaining to transit industry.
- Building and Maintaining a General Transit Feed Service (GTFS) along with its variations.

Ability To:

- Assist in administering contractual agreements related to public transit systems.
- Assist in analyzing and developing basic transit programs.
- Gather, organize and analyze statistical data.

- Interpret, explain and apply public transit policies and procedures and regulatory requirements.
- Utilize Microsoft Office, and similar software, create visual graphics and perform office work.
- Planning a trip using an internet based program.
- Express ideas clearly and concisely, orally and in writing to groups and individuals.
- Establish and maintain effective working relationships with other employees and the public.
- Work through direct supervision.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted working environment and exposure to loud noise. This position is based out of the City's Corporation Yard which is an active operational facility with uneven surfaces and vertical hazards that require appropriate footwear and clothing.

Travel: Positions in this class may require local travel and statewide travel as necessary.