



Assistant Transit Planner

Bargaining Unit: Professional Employees' Group

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. Work involves assisting in analysis and development of transit programs and services is given to an incumbent in this class. The Assistant Transit Planner has basic knowledge of the operating procedures and policies of transit and transportation planning. An incumbent may advance to the higher levels after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level classes. Work is reviewed upon completion of assignments through analysis of draft reports for adequacy, factual content and presentation as well as the soundness of interpretations and conclusions. The Assistant Transit Planner receives considerable direction and assistance from the Transit Manager.

EXAMPLES OF DUTIES *(illustrative only)*

- Assist in the planning, operations and activities of the City's public transit programs (fixed route and paratransit)
- Assist in a variety of studies for the preparation, analysis, or evaluation of reports and grant requests.
- Assist in the development of the Short Range Transit Plan (SRTP)
- 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.
- 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.
- Perform related duties, responsibilities and assist in special projects as needed.

QUALIFICATIONS

Knowledge Of:

- Basic principles, practices and techniques of transit or transportation planning; data sources for transit or transportation research.
- Basic Microsoft Office
- Planning a trip using an internet based program
- Familiarity with creating visual graphics digitally or physically.

Ability To:

- Assist in administering contractual agreements related to public transit systems.
- Assist in analyzing and developing comprehensive transit programs.
- Gather, organize and analyze statistical data.
- Interpret, explain and apply public transit policies and procedures and regulatory requirements.
- 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.

Licenses and Certificates:

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

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.

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.

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



Associate Transit Planner

Bargaining Unit: Professional Employees' Group

DEFINITION

Under general supervision, the Associate Transit Planner is responsible for performing paraprofessional work to assist in the development, administration and analysis of the City's public transit programs.

CLASS CHARACTERISTICS

This is an experienced-level class within the Transit Planner series. Work involves general analysis and development of transit programs and services. The Associate Transit Planner has general knowledge of the operating procedures and policies of transit and transportation planning. An incumbent may advance to journey-level after gaining experience and demonstrating proficiency that meets the qualifications of the journey-level class. The Associate Transit Planner receives general direction from the Transit Manager.

EXAMPLES OF DUTIES *(illustrative only)*

- Evaluates general planning, operations and activities of the City's public transit programs (fixed route and paratransit).
- Coordinates a variety of studies for the preparation, analysis, or evaluation of reports and grant requests.
- Prepares the development of the Short Range Transit Plan (SRTP).
- Coordinates 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.
- 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.
- Perform related duties, responsibilities and assist in special projects as needed.

QUALIFICATIONS

Knowledge Of:

- Principles, practices and techniques of transit or transportation planning; data sources for transit or transportation research.
- Basic Paratransit requirements.
- Basic ADA regulations.
- Basic Civil Rights regulations.
- Funding sources for transit industry.
- Industry trends and legislation pertaining to transit industry.
- Intermediate Microsoft Office.
- Planning a trip using an internet based program.
- Building and Maintaining a GTFS.
- Familiarity with creating visual graphics digitally or physically.

Ability To:

- Coordinate the administration of contractual agreements related to public transit systems.
- Coordinate the development and analysis of comprehensive transit programs.
- Evaluate joint procurements for use.
- Evaluate new types of service or programs offered by other agencies for implementation.
- Gather, organize and analyze statistical data.
- Produce reports for City Council and Outside Agencies.
- Interpret, explain and apply public transit policies and procedures and regulatory requirements.
- 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.
- Create and Maintain Collateral for Publication in Adobe Creative Suite.
- Work under general supervision.

Licenses and Certificates:

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

Education and Experience:

Bachelor's degree preferably in transportation planning or other closely related field; and two (2) years of transit planning and/or transportation planning experience. A master's degree is preferred and can be substituted for one (1) year of experience.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

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