

**MARCH 5, 2018**

**TITLE:** Planner Series (2 available)  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION/OFFICE:** Planning, Grants, Transportation Authority  
**APPLICATION DEADLINE:** 4:30 pm – Friday, March 23, 2018  
**PAY RANGE:** **Principal Planner:** \$1,952 - \$2,831 per week (\$101,541 - \$147,235 annual)  
**Senior Planner:** \$1,589 - \$2,252 per week (\$79,489 - \$117,083 annual)  
**WORK LOCATION: WORK** San Carlos, California  
**SCHEDULE:** Full-Time

**JOB SUMMARY:**

The **Principal Planner** reports to the Director, Planning and is responsible for the development of strategic transit planning initiatives and serves as a project manager for multi-modal transportation and transit plans, programs, and projects for the San Mateo County Transit District (SamTrans).

The **Senior Planner** reports to the Director, Planning and is responsible for leading the support of strategic planning initiatives and multi-modal transportation and transit plans, programs, and projects for the San Mateo County Transit District (SamTrans).

**ESSENTIAL FUNCTIONS FOR THE PRINCIPAL PLANNER:**

- Develop and manage SamTrans transportation plans, programs, and projects.
- Integrate land use planning initiatives and principles into strategic plans, and transit plans.
- Collaborate with internal stakeholders as well as land use agencies, city and county departments, and other agencies to develop consensus on planning project activities.
- Lead planning studies and analyze data findings.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Participate in selection, coordinate staff training, establish performance objectives, and perform performance appraisals.

**ESSENTIAL DUTIES FOR THE PRINCIPAL PLANNER:**

- Develop and manage the SamTrans Strategic Business Plan, Short Range Transit Plan, and related initiatives.
- Develop and manage transit and transportation corridor studies.
- Perform Quality Assurance/Quality Control on transportation data.
- Determine and manage methods of completing planning services such as literature search, surveys, case studies, and other industry-adopted best practices.
- Develop and administer project scope, schedule, and budget for planning projects.
- Identify and allocate planning project resources such as budget, staff, and consultant resources.
- Manage selection of consultant contract services, and monitor performance and work activities for compliance with established SamTrans standards.
- Consult with senior management regarding SamTrans transportation planning policies and procedures, and make recommendations for changes and improvements to existing standards and procedures.
- Prepare reports and give presentations to senior staff, Board of Directors, committees, outside public agencies, and city councils; respond to requests for information.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

### **ESSENTIAL FUNCTIONS FOR THE SENIOR PLANNER:**

- Provide planning support for the development and management of SamTrans transportation plans, programs, and projects.
- Integrate ridership initiatives and principles such as land use, urban, and station design into local transit-oriented development policies.
- Assist with managing transit and transportation corridor studies.
- Collaborate with internal stakeholders, the public, community groups, and decision making authorities to develop consensus on planning project activities.
- Analyze population growth, ridership forecasts, and traffic patterns.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Participate in selection, coordinate staff training, establish performance objectives, and perform performance appraisals.

### **ESSENTIAL DUTIES FOR THE SENIOR PLANNER:**

- Provide planning support for the SamTrans Strategic Business Plan, Short Range Transit Plan, and related initiatives.
- Perform Quality Assurance/Quality Control on transportation data.
- Assist with evaluating methods for providing planning services.
- Assist with the development and administration of project scope, schedule, and budget for planning projects.
- Assist with the selection of consultant contract services, and assist with monitoring performance and work activities for compliance with established SamTrans standards.
- Prepare reports and give presentations to senior staff, Board of Directors, committees, outside public agencies, and city councils; respond to requests for information.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job-and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

### **SUPERVISION:**

Both the **Principal Planner** and the **Senior Planner** works under the general supervision of the Director, Planning, who establishes goals and objectives, monitors and evaluates performance.

### **MINIMUM QUALIFICATIONS FOR THE PRINCIPAL PLANNER:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in urban planning, transportation planning, transportation engineering, economics, public policy or related field.
- Four years of full time progressively responsible experience in urban or transportation planning experience.
- Two years of supervisory experience.

### **Other Requirements:**

- Must have effective oral and written communication skills.
- Must be proficient in Microsoft Office Suite.

### **MINIMUM QUALIFICATIONS FOR THE SENIOR PLANNER:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in urban planning, transportation planning, transportation engineering, economics, public policy or related field.
- Three years of full time progressively responsible experience in urban or transportation planning.
- One year of lead or supervisory experience.

**Other Requirements:**

- Must have effective oral and written communication skills.
- Must be proficient in Microsoft Office Suite.

**Selection Process May Include:**

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**Current Employment Benefits at SamTrans:**

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Retirement:	Public Employees Retirement Systems (CalPERS) and Social Security <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit, 3 year average of highest compensation</li></ul>

**HOW TO APPLY:**

***Although we encourage applicants to apply online, we are still accepting paper applications.***

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment process to accommodate applicants with disabilities. If you have a need for an accommodation, please call (650)508-6288.  
SamTrans is an Affirmative Action/Equal Opportunity Employer of Minorities/Women/Persons with Disabilities/Veterans