



Senior Planner

Purpose

The Senior Planner, under general supervision, performs a variety of duties to carry out the District's transportation planning projects, including transit planning and service delivery studies and analyses, data gathering, data analysis and preparation and presentation of oral and written reports. Participates in policy development and project implementation through the capital planning studies and projects that include the identification of issues, collection and analysis of data and evaluations and recommendations for change.

Examples of Duties

Position duties and skills include, but are not limited to, the following:

1. Analyzes and makes recommendations using advanced transportation planning and statistical methods, modeling, budgeting and financial analyses.
2. Provides liaison with cities, other local/regional agencies and community groups regarding transportation issues and advancement of transit-oriented development projects, development of connecting shuttle/bus services and coordination with local transit operators on transit connectivity and service planning.
3. Collects a variety of statistical data and prepares reports and maps related to the development, implementation and operation of the rail transit and pathway project.
4. Develops work plans and budget estimates.
5. Prepares planning reports involving extensive written and graphical material.
6. Participates in capital program development and station design, including coordination with SMART's internal and external stakeholders, such as local jurisdictions.
7. Coordinates with SMART's project development and construction teams on station locations, design and implementation.
8. Participates in the development of SMART fare policy.
9. Forecasts ridership through data collection and analysis; creates ridership reports for internal and external audiences.
10. Coordinates adherence to local, regional, state or federal laws or guidelines in service provision, including Title IV and other related requirements.
11. Makes presentations before SMART committees and the SMART Board of Directors as required.
12. GIS data management and project support.
13. May exercise lead supervision over assigned subordinate staff.
14. Responsible CEQA/NEPA coordination and management.
15. Performs other duties as assigned.

Minimum Qualifications

Experience and Education:

Sufficient training, education and experience to demonstrate the required knowledge skills and abilities. A Master's degree in transportation or urban planning or a related field and four years of progressively responsible planning experience or a Bachelor's degree in planning or a related field and six years of professional planning experience. Supervisory experience preferred.

Knowledge of

- Principles, concepts and practices of planning.
- Principles and practices of research and data collection, including statistics.
- Transportation and land use.
- Transportation modeling and mapping software applications.
- Budgeting and financial analysis concepts and practices.
- Project management methods and techniques.
- Transportation funding sources and processes.
- Physical, environmental, economic, aesthetic and social implications involved in transportation planning and transit-oriented development.
- Applicable federal, state and local laws governing transit operations.
- Knowledge and experience in construction processes.
- Knowledge of effective report writing techniques and business English usage.

Ability to:

- Organize tasks, establish priorities, and set goals and objectives.
- Manage multiple projects simultaneously and meet firm deadlines.
- Identify and define technical problems.
- Analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits and public input.
- Communicate technical information in an easy to understand format.
- Review plans and apply provisions of ordinances and codes to determine compliance with regulations and to apply regulations to field conditions.
- Design graphics/maps using computer/drawing software for publication studies.
- Use sound independent judgment within general policy and procedural guidelines.
- Perform analysis and make recommendations based on findings in studies, field observation and public contacts.
- Prepare clear and accurate reports, correspondence and other written materials.
- Operate a personal computer with common software applications; learn specialty software of the work unit;
- Establish and maintain effective working relationships with those contacted in the course of the work; Work collaboratively with other divisions and co-workers.
- Communicate effectively both verbally and in written form.
- Assist in estimating and administering budgets for studies and in managing planning projects.
- Ability to attend meetings outside of normal working hours, such as evenings and weekends.

- Maintain accurate records and files.

Physical Working Conditions:

Requires the ability to remain in a stationary position for prolonged periods in the performance of daily activities. The position also requires the ability to perform data entry and prepare reports using a computer keyboard. Additionally, the position requires the ability to read and interpret written reports and other work related documents. The ability to provide service in person and via the phone is required. May occasionally need to lift up to 25 pounds. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. Most work is performed in an office environment. Travel to attend external meetings may be required. May occasionally be exposed to outside weather conditions.

Position Details

- Salary Range: \$44.35 – \$53.91
- FLSA Status: Exempt
- There is a 12 month probationary period following appointment to this position.
- A thorough background check will be required.
- A pre-employment physical will be required.