



JOB DESCRIPTION

JOB TITLE: Assistant Transit Planner/Analyst
FLSA STATUS: Non-Exempt
REPORTS TO: Transit System Program Manager
GRADE LEVEL: 9
ANNUAL SALARY RANGE: \$47,582 - \$60,889
ANNUAL HIRING RANGE: DOE

ESSENTIAL FUNCTIONS:

Under general direction from the Transit System Program Manager, this entry level position performs or assists in professional transit planning work in support of the Tahoe Transportation District (TTD), ranging in difficulty from routine to complex; conducts analysis, transit system planning, project management, field studies and investigations; conducts public hearings and represents TTD in meetings with other governmental agencies and in public forums on service planning issues; and performs related duties as assigned.

POSITION SPECIFIC REQUIREMENTS:

- Transit/Transportation planning and analysis
- Project assessment, development of options, and outreach to the community
- Project support for reporting and financial accounting
- Grant development
- Procurement support
- Environmental clearance
- Contract management
- Budget development and management
- Assist in the management of interagency agreements, lead service planning efforts, develop route facilities, and engage the community
- Coordinate project meetings with interagency teams, community stakeholder, and vendors

KNOWLEDGE/SKILLS:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in planning (Land Use, Urban, Regional, Transportation, Environmental) or related field
- One year of work experience in land use, transportation or environmental planning or related field OR any equivalent combination of experience and education which provides the applicant with the skills, knowledge and abilities to perform the work
- Experience in a public transit agency or governmental setting is preferred
- Must have a valid California or Nevada Class C driver license
- Theory, principles, practices, procedures, and information sources of urban and transportation planning
- Methods and procedures used in the development and analysis of planning information
- Economic, environmental and/or social concepts applicable to the transportation planning process

- Local, state, and federal law and regulations governing the provision of public transit services
- Community trends and market analysis techniques
- Statistical analyses techniques relevant to the planning process
- Methods and techniques of developing, coordinating, and implementing public involvement and outreach processes on complex and/or politically sensitive transit issues
- Principles and practices of sound business communication
- Strong analytical skills
- Familiar with planning processes
- Familiar with financial analysis
- Possess effective oral and written communication skills
- Possess organization and time management skills
- Ability to work independently and as a team member
- Proficient in Microsoft 365 (Word, Outlook, Excel, PowerPoint)
- Experience with databases, GIS and/or other graphic tools a plus
- Familiarity with Lake Tahoe's environment, geography, and transportation challenges a plus
- Knowledge of public transportation options
- Ability to conduct public presentations

ABILITIES:

- Perform difficult and complex technical research and analysis of planning issues or problems, evaluate alternatives, and recommend or adopt effective courses of action
- Understand, interpret, explain, and apply local, regional, state and federal law, regulations, policies, procedures and standards, and planning principles and practices to specialized and diverse planning processes
- Present ideas and requirements clearly and persuasively, orally and in writing, to diverse, internal and external technical and non-technical audiences
- Interpret and present maps, graphs, statistical data, and visual displays clearly and effectively to a variety of audiences
- Instruct others in work procedures and practices
- Analyze complex confidential problems, evaluate alternatives and make sound, appropriate recommendations
- Interpret TTD personnel policies and procedures and applicable local, state, and federal legislation
- Organize and maintain office and specialized confidential files and records
- Communicate clearly and effectively, orally and in writing
- Understand and follow oral and written instructions
- Prepare clear, concise, and comprehensive correspondence, technical documents, reports, studies, and other written materials
- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations

- Establish and maintain effective customer-focused working relationships with all levels of TTD management, employees, employee organizations and their representatives, other governmental officials, community groups, and the public
- Experience with resort community dynamics
- Analytical skills: market and feasibility assessments, trend analysis, identification of new market and partnership opportunities
- Knowledge and/or experience with wide range of alternative travel options and concepts
- Knowledge and/or experience with parking management concepts and projects
- Knowledge of land use and transit dynamics, including characteristics of rural transit policies and practices
- Familiarity with principles of transportation demand management and behavior change

ANALYSIS:

Gathers and interprets data dealing with complex problems and situations. Uses complex math. Require mathematic analysis.

DECISION MAKING:

Utilizes judgment and common sense in balance with analytical rigor in interpreting general agency guidelines when making decisions. Ability to exercise flexibility in thought-process needs to, at times, suggest to senior management non-standard solutions tailored to specific circumstances.

PROJECT MANAGEMENT:

Solely manages a small or moderate complexity project or program.

COMMUNICATION LEVEL:

Requires ability to influence and motivate via verbal and/or written communication. Makes presentations at large or influential public forums on highly controversial issues. Presentations may involve creation of solutions with negotiations.

WORKING CONDITIONS/PHYSICAL EFFORT:

1. Office environment
2. Bending, stooping
3. Lift up to 40 pounds
4. Use office equipment, key board
5. Some travel in area
6. May be occasionally required to attend weekend and evening events

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short-term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit a cover letter explaining how their experience meets the requirements of this position, their resume, and application to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org. Incomplete or partial applications will not be considered.