



JOB DESCRIPTION

JOB TITLE: Transit Planner/Analyst
FLSA STATUS: Non-Exempt
REPORTS TO: Transit System Program Manager
GRADE LEVEL: 12
ANNUAL SALARY RANGE: \$59,941 - \$76,723
ANNUAL HIRING RANGE: DOE

ESSENTIAL FUNCTIONS:

This position supports the Transit System Program Manager in assisting with transit system planning, analysis, project management and community engagement. The primary responsibilities of this technical position will include aiding in the development of the District's various planning efforts, programming, financial modeling, and project management.

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 and programming
- Procurement
- 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:

- Must have BA or BS degree in Planning (Land Use, Urban, Regional, Transportation, Environmental), Public Administration, Environmental Studies, Political Science, or related field and three years' 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 required to perform the work
- Strong project management skills
- Experience conducting planning processes
- Experience conducting financial analysis
- Have effective oral and written communication skills
- Have organization and time management skills
- Ability to work independently and as a team member
- Ability to conduct public presentations
- Proficient in Microsoft Office (Word, Outlook, Excel)
- Understand transit/transportation funding and accounting

- Have knowledge of database development, GIS and/or other graphic tools
- Ability to form strategic partnerships, both internally and externally
- Knowledge of public transportation options

ABILITIES:

- Demonstrated experience in innovation and initiative
- Federal Transit Administration rules and regulations
- Familiarity with the structures of Caltrans and/or NDOT
- Experience leading inter-disciplinary project teams
- 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:

Work is performed in a typical office environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

BENEFITS:

District staff members receive Paid Time Off and employee medical, dental, vision, and life insurance. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. Employees can also contribute voluntary to a 457(b) deferred compensation plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume, application, and a letter of interest to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.