



July 2024
FLSA: Exempt
Grade: 54
Salary Range: \$89,408 - \$117,654

SENIOR TRANSPORTATION PLANNER

DEFINITION

Under direction, a Senior Transportation Planner performs advanced and specialized professional planning duties to support District transportation planning functions and processes; conducts the more complex transit planning and service delivery studies and identifies issues; obtains, organizes, analyzes and presents data for transportation related studies; develops and recommends planning policies; prepares and presents oral and written planning reports; may serve as a lead worker over subordinate professional planning staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Transportation Services Director. May exercise direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing a variety of professional level transportation planning functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional guidance or assistance as new or unusual situations arise, and are fully aware of the key tasks for successfully planning, obtaining, programming, and using transit/transportation dollars as well as the typical operations of directly operated public transit service.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Performs difficult and complex transit planning and service delivery studies; develops work plans and budget estimates for studies; implements survey techniques and processes; collects and analyzes data and makes recommendations using transportation planning and statistical methods, modeling, and budgeting and financial analyses data; forecasts future transit, transportation, economic or demographic conditions and trends.
- Monitors current transit service levels and identifies potential areas for study; analyzes service delivery parameters such as boarding and alighting and safety concerns; analyzes technical, demographic, economic, and financial data used for assessing route and schedule changes and the development of service enhancements; conducts cost-benefit analyses on service enhancement proposals.
- Analyzes route and schedule performance to determine areas of transit service improvement in terms of efficiency, productivity and effectiveness.

- Prepares complex planning reports, forecasts, and recommendations related to transportation system improvements; prepares statistical charts, maps, and other documents to accompany studies, reports and presentations; prepares ridership, on-time performance, productivity, and other route and service measurement reports.
- Develops, interprets, monitors and writes complex transit documents or proposed transportation policies.
- Assists in the development of capital programs, grant applications for transportation funds, and the development of capital funding strategies; assists in the development of regional and jurisdictional service plans and cost proposals.
- Lead the preparation of transportation plans, forecasting used to support transportation planning and analysis, multi-region coordination, sub-regional corridor planning, and demand management programs.
- Grant preparation and implementation, oversight of the transportation improvement program, and associated project tracking.
- Coordinating measuring and monitoring of the transportation system, including analyzing transportation data and reporting on regional and federal performance measures.
- Reviews and makes recommendations on development applications related to transportation service, provides documents and other information useful for evaluating development applications related to transportation service.
- Supports Environmental Impact Study (EIS)/Environmental Impact Report (EIR) processes.
- Briefs members of the public and representatives of community organizations regarding pending and evaluations of and pending changes to routes and service changes as part of an outreach team.
- Responds orally and in writing to requests from the public, staff, governmental agencies, advisory committees and community groups for information regarding existing services and funding, suggested service adjustments and long-range planning issues.
- Performs GIS work, including data manipulation/conversion, spatial and statistical analysis, map-making, documentation, technical support, and application development.
- Prepares written and graphical information and may make oral presentations on transit and service-related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees and community groups.
- Functions as a project lead with other professional staff and consultants.
- May act as the District's liaison with the city, counties, other local/regional agencies, and community groups regarding transportation issues.
- May serve as a lead worker over subordinate professional staff by prioritizing, assigning and monitoring their work and providing training as needed.
- Makes mathematical and statistical calculations; updates and maintains planning databases and directories.
- Provides information to employees and the public.
- Operates standard office equipment; utilizes computer software in performing job tasks.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Concepts, principles, techniques and legal aspects of urban and transportation planning.
- Regional planning, performance-based planning, and state and metropolitan transportation planning.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility, including Federal Transit Administration rules and regulations.
- Applicable federal, state and local laws governing transit funding programs and data reporting requirements.
- Market and feasibility assessments, trend analysis, and identification of new market and partnership opportunities.
- Statistical survey methods and procedures for transportation analysis.
- Key performance indicators within a transportation and transit planning context.
- Land use and transit dynamics, including characteristics of rural transit policies and practices.
- Methods and procedures used in the development and analysis of planning information.
- Dynamics of resort communities.
- Economic, environmental, and/or social concepts applicable to the transportation planning process.
- Zero-emissions vehicle (ZEV) technology and practical applications.
- Public transportation and a wide range of alternative travel options and concepts.
- Parking management concepts and projects.
- Principles of transportation demand management and behavior change.
- Strong proficiency with Microsoft Office Suite, especially Excel; experience with ArcGIS and graphic design software.
- Principles and practices of supervision, management, employee training and development.

Ability to:

- Analyze complex issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits and public input.
- Develop difficult recommendations for immediate, short and long-range transportation service enhancements and capital requirements based on findings in studies, field observations and public contacts.
- Design and recommend complex transit service changes.
- Participate in a variety of transportation planning outreach activities and effectively advocate and promote the use of public transit.
- Read, analyze, understand and interpret complex scientific and technical journals, financial reports and legal documents.
- Conduct complex cost/benefit, impact and other related technical analyses.

- Formulate a response to inquiries or complaints from customers, regulatory agencies, local government representatives, citizen groups or members of the business community.
- Keep abreast of current trends in the field.
- Write letters, memorandums, board, planning and technical reports and fact sheets designed to be understood by all audiences, including the public.
- Design graphics/maps using computer/drawing software for publication studies.
- Prioritize projects based on established criteria.
- Adhere to established work schedules and timelines.
- Work independently using good judgment, tact and discretion.
- Balance multiple assignments simultaneously and effectively.
- Utilize standard office equipment and computer software and learn to use specialized Tahoe Transportation District software.
- Navigate and maintain data in Blackcat, TrAMS, and the National Transit Database.
- Maintain confidentiality of materials, records, files and other privileged information.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.
- Bilingual/multilingual abilities are desirable though not required.

We are looking for someone who (personal qualities):

- Brings a visionary, creative, and innovative approach to planning, development and implementation.
- Dedicated to creating and contributing to a more accessible, sustainable, and equitable multimodal network in the Tahoe region.
- Is adaptable to work in a fast-paced and complicated environment with competing interests, requirements, and deadlines.
- Enjoys collaborating with and helping team members, partner agencies, and key regional stakeholders.
- Is organized, plans their time, sets priorities, and anticipates critical deadlines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Minimum four-year degree, masters preferred, from an accredited college or university in urban or regional planning, urban studies, geography, Geographic Information Systems (GIS), public administration, political science, finance or a related field.

Experience:

- Seven years of experience at a Metropolitan Planning Organization (MPO) or directly operated transit district.

Licenses and Certifications:

- Possession of a valid California or Nevada Driver's License, to be maintained throughout employment.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity, yet remain optimistic and persistent, even under adversity. Create a work environment that encourages creative thinking and innovation. Enable others to acquire tools and support they need to perform well. Develop new insights into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture, which encourages others to provide the quality of service essential to high performance and productivity. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect. Adjust rapidly to new situations warranting attention and resolution.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

REMOTE WORK

During the probationary period, this position may have the ability to telework at up to two days per week. The remainder of the work week will be in-person. The telework schedule may be revisited after the probationary period.

We support telework because it:

- Enhances employee productivity, satisfaction, and ability to collaborate.
- Improves recruitment and retention.
- Reduces greenhouse gas emission, vehicle miles traveled (VMT), traffic and parking congestion, and air pollution.