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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **TRANSIT PLANNER**

### **DEFINITION**

To provide a variety of professional work for the City's public transit programs including program development, administration and analysis; and to provide assistance to the City's Transit Manager.

### **DISTINGUISHING CHARACTERISTICS**

Employees within this class are distinguished by the performance of the full range of duties as assigned including independent analysis and development of transit programs and services. The Transit Planner receives only occasional direction as new or unusual situations arise. The Transit Planner is also fully aware of the operating procedures and policies of the work unit. The Transit Planner receives general direction from the City's Transit Manager.

### **RESPONSIBILITIES AND DUTIES**

*Responsibilities and duties may include, but are not limited to the following:*

- Prepare grant applications for Federal, State and Local funding; monitor Federal, State, and local funding of the public transit systems; development of capital projects.
- Participate in a variety of studies; collect, monitor and analyze data for Federal, State, regional and local agency reporting; provide analysis of issues and actions relative to public transit program responsibility; provide recommendations for improving the operational efficiency of the City's public transit programs.
- Participate in the planning, operations and activities of the City's public transit programs (fixed-route and paratransit services); recommend service improvements and modifications (route design, run-cutting, bus stop locations, service performance, fare adjustments); prepare various staff reports on operations and activities for management and City Council review.
- Participate in the development of the short range transit plan (SRTP); establish goals and objectives; ensure consistency between all planning, operations and capital programming, and grant documents.
- Preparation of the scope of work (RFP's, IFB's, etc.), and other contract management related tasks such as interviews, selection, award, monitoring, and closeout of planning contracts, service & maintenance contracts, professional services, vehicle specifications, etc.
- Work with other City departments, other transit agencies and other public agencies to provide adequate transit amenities, service levels, service coordination and transportation mitigation measures.

- Meet with contractor(s) to identify and resolve problems; assist in coordinating with contractor(s) for the provision of transit vehicles, services, and equipment; monitor and evaluate system procedures and service levels.
- Act as representative for Union City's interests for cooperative agreements; liaison to other agencies and cities, professional groups, public hearings, etc.; stay abreast of new trends and innovations in the field of mass transit planning.
- Respond to inquiries and requests by members of the public regarding transit system policies, procedures and services.
- Perform related duties, responsibilities and special projects as needed including supervision of support staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Pertinent Federal, State, regional and local laws, codes and regulations.
- Statistical analysis and reporting procedures.

### **Ability to:**

- Assist in administering contractual agreements related to public transit systems.
- Analyze and develop comprehensive transit programs.
- Gather, organize, and analyze statistical data.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret, explain and apply public transit policies and procedures and regulatory requirements.
- Make independent decisions in the absence of the City's Transit Manager.

### **Experience and Training Guidelines:**

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

#### **Experience:**

Three years of public administration experience in the field of public transit systems.

#### **Training:**

Bachelor's degree from an accredited college or university with major course work in transportation planning, public administration or a related field.

## **OTHER REQUIREMENTS**

Must possess a valid California Driver's license and have a satisfactory driving record.