



GROUP MANAGER, STATION PLANNING

FC: 000279
PB: 11
FLSA: Exempt

BU: 95 (NR)
Created: August 2002
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, directs, manages and oversees the activities and operations of a major planning area within the Planning, Development & Construction Department; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Chief Transit Systems Development Officer; and performs related work as assigned.

CLASS CHARACTERISTICS

This Deputy Director level classification is responsible for performing administration of a department under the direction of the Director or Executive category. Classifications in this category assist in guiding the development, preparation, and maintenance of the department's policies, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the Chief Transit System Development Officer in that the latter has overall responsibility for oversight and management of the District's planning projects and programs.

REPORTS TO

Chief Transit System Development Officer or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following;*

1. Assumes full management responsibility for the station area, planning group services and activities including planning for future extensions and commuter rail operations; recommends and administers policies and procedures.
2. Oversees and participates in the development and administration of the program budget; secures adequate financial resources, approves the forecasts of funds needed for staffing, equipment, materials, supplies and services; approves expenditures and implements budgetary adjustments as appropriate and necessary.

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3. Assigns and participates in completion of work products for presentation to the Board of Directors; reviews and approves work products.
4. Provides staff assistance to the Chiefs, Assistant General Managers, Deputy General Manager and General Manager; prepares and presents staff reports and other necessary correspondence.
5. Selects, trains, motivates and evaluates assigned personnel; directs and supports staff on work plans, district priorities; works with employees to correct deficiencies; Meets with staff on a weekly basis to help provide support, guidance and direction.
6. Directs project consultants; coordinates assigned activities with other departments and outside agencies.
7. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
8. Plans, directs and coordinates, through subordinate level staff, the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
9. Assesses and monitors workload, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement; directs and implements changes.
10. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Ensures representation of the planning group to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Attends and participates in professional group meetings; reviews professional reports, periodicals, and presentations; stays abreast of new trends and innovations in the field of transportation planning and research and development.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operations and activities of a comprehensive transportation planning program
- Principles and practices of transportation planning

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- Principles and practices of policy development and administration
- Policies, procedures, rules and regulations governing transportation planning
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations
- District policies, procedures, and practices

Skill/Ability in:

- Managing a comprehensive transportation, planning program
- Developing and administering departmental goals, objectives and procedures
- Analyzing complex planning and environmental impact issues
- Analyzing and assessing policies and operational needs
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Planning, organizing, directing and coordinating the work of lower level staff
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's Degree in Business Administration, Engineering, Public Policy, Planning, or a related field from an accredited college or university.

Experience:

Six (6) years of professional (full-time equivalent) verifiable professional experience in planning, public policy, business administration, government or related experience which must have included at least two (2) years of management and administrative experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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BART EEO-1 Code: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No