



PRINCIPAL PLANNER

FC: QC112
PB: H
FLSA: Exempt

PC: 890
BU: 31 (AFSCME)
Revised: June 2015

*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

Performs the most technical and complex tasks relative to assigned area of responsibility; performs project management duties on transit planning projects; advises the District on key strategic decisions, develops new district-wide policies and procedures, explores innovative approaches to addressing critical issues, and expands partnerships with both internal and external stakeholders; may supervise, assign, review and participate in the work of staff responsible for planning activities in support of the District's passenger and commuter rail program; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the highest level within the Planner series. Positions at this level perform the most complex work assigned to the series and may be responsible for participating in supervising, assigning and reviewing the work of subordinate or contract staff. Incumbents may also be responsible for overseeing the work of outside consultants and contractors or may assist higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff.

REPORTS TO

This position reports to a Department Manager or his/her designee.

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

1. Establishes schedules and methods for providing planning services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

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2. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; consults with senior management and board members regarding policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
3. Performs highly complex analytical tasks in support of transportation planning; evaluates various aspects of program planning, development, and implementation; conducts technical analysis using economic, demographic, ridership data to advise on current issues and trends that may affect ridership, service, or use of property.
4. Participates in strategic planning activities with District management; recommends solutions to planning difficulties; identifies alternative planning strategies; tracks economic and market data to understand possible future implications from ridership, development, and strategy.
5. Manages consultant contracts; approves and monitors project schedule to ensure timely completion; ensures accordance with District standards and quality control programs.
6. Represents the District at a variety of meetings both internally and externally; presents goals and objectives of planning projects; responds to questions from concerned parties.
7. Oversees coordination of District resources on multi-jurisdictional projects; coordinates projects with private and public agency planning staff.
8. Participates in the selection of assigned staff; coordinates staff training; works with employees to correct deficiencies; completes performance appraisals; implements counseling and discipline procedures.
9. Participates in the preparation and administration of the planning program budget; submits budget recommendations; monitors expenditures.
10. Prepares analytical and statistical reports, memoranda, and other communications to senior staff, board members, and outside agencies and committees; develops and provides presentations to various public agencies and officials; conduct analysis of federal, state, or regional legislation, guidelines, and policies to understand implications for the District.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transportation planning.
12. May plan, prioritize, assign, supervise, review and participate in the work of District and consultant staff responsible for drafting legislation and materials

for District's Passenger and Commuter Rail Program; may supervise and direct program implementation.

13. Responds to written and oral requests from management and Board members.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a transportation planning program.
- Advanced methods and techniques of transportation planning.
- Principles of supervision, training and performance evaluation.
- Current and complex principles and practices of transportation planning and analysis..
- Procedures and practices of procurement and contract management.
- Computer software programs utilized in transportation planning models.
- Principles and practices of transportation financing and funding.
- Advanced mathematical principles including statistical techniques, methods and formulas.
- Methods and techniques of financial cost/benefits analysis.
- Principles of business letter writing and report preparation.
- Related Federal, State, and Local codes, laws, and regulations.

Skill in:

- Coordinating the activities of inter-departmental and inter-organizational teams.
- Developing clear and concise goals and objectives for District projects.
- Identifying and responding to community transportation issues.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Interpreting and explaining District policies and procedures.
- Preparing clear and concise reports.
- Conducting in-depth analysis using a variety of data to support recommendations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Selecting, supervising, training and evaluating staff.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in transportation planning, urban planning, economics, business administration, public administration, or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional planning experience.

Other Requirements:

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

Must be willing to occasionally travel within the state.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

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