

CCCTA
Job Description

Job Title: Director of Planning and Technical Services
Department: Planning and Technical Services
Reports to: General Manager
FLSA Status: Exempt
Salary Range : Grade 12 - \$76,442 - \$125,000
Prepared By: Lisa Rettig
Approved By:
Approved Date: January 17, 2008

SUMMARY

Responsible for oversight and development of the Agency's long range, short range, and capital planning, and supervision of data processing and scheduling personnel to enable the Agency to provide quality transit service which responds to community and passenger needs. Directly manage the activities of the IT department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop the Authority's short and long range programs and goals for capital and service improvements, including financially constrained and visionary (unconstrained) models.

Development and maintenance of excellent quid-pro-quo working relationship and communication with scheduling section in order to maximize availability, accuracy, and reasonableness of Authority data resources and recommendations.

Oversee monitoring the productivity trends of the Authority's fixed route service and develop recommendations to respond to changes needed to improve service within the budgetary constraints of the Authority

Oversee the progress of capital and special projects and prepare narrative reports as required by capital and special projects funding bodies.

Prepare and maintain the CCCTA Title VI Program

Administer the following reporting responsibilities:

1. National Transit Database (Section 15 Report)
2. Internal Fixed Route Operating and Performance Reports
3. Annual Metropolitan Transportation Commission (MTC) Reporting Systems
4. MTC Project Justification Worksheets and FPlan
5. STP forms for MTC and CCCTA
6. Measure C Reports to Contra Costa Transit Authority (CCTA)
7. Productivity Improvement Projects (PIP) for MTC
8. Triennial Review (FTA)

9. Performance Audits (TDA)
10. Development of the Authority's Short Range Transit Plan and biannual updates
11. Oversight and participation in any special planning studies required by the Authority

Provide Liaison to:

1. Various city/county staff and organizations
2. Various Regional Transit Agency (RTA) Committees
3. MTC Committee Meetings
4. Member jurisdictions' citizen committees
5. Staff to CCCTA's Operation and Scheduling Committee

Take the lead in service development activities including:

1. Route design and/or modifications
2. Bus stop locations
3. Oversee and monitoring of draft schedules by Scheduling Division
4. Service performance analysis and adjustments
5. Response to and generation of specific proposals as may arise due to earmarked funding opportunities.
6. Operational analysis activities including route segment analysis as needed

Provide support to Marketing Program in outreach activities which support both planning and marketing goals.

Contracts and Grants Management:

1. Prepare narratives for Federal Transit Administration (FTA) quarterly reports, incorporate financial status information, and submit and monitor reports.
2. Assists managers in processing capital projects and purchases in a timely manner, and monitors progress of open project grants to assure completion of projects and closeout of grants in a timely manner.
3. Oversee the completion of annual operating and capital grant applications from Federal Transit Administration, Transportation Development Act, State Transit Assistance, and other available funds.
4. Maintains audit-worthy reconciliation systems for all capital grants and projects.

Data Processing

1. Supervises Lead Data processing specialist
2. Requests specialized reports and data collection for specific planning projects and/or key indicators as needed.

3. Develops narrative reports to Operations and Scheduling Committee to accompany monthly data reports.
4. Actively seeks out training and staff development opportunities for data processing staff.

Create and contribute to a working relationship pattern that will attain and maintain a high level of employee morale.

Conduct oneself and encourage others to conduct themselves in a manner that will reflect credit on the Authority as a public service provider.

Directly manage the activities of the IT department including so that the following activities occur:

1. Develop and implement additional IT programming as required for all departments.
2. Participate in software and hardware update seminars to ensure the most up-to-date knowledge to assist the Authority in meeting its goals and objectives.
3. Meet with users to determine quality of service and identify needs.
4. Evaluate new software and hardware to determine usefulness and compatibility with existing software and hardware.
5. Consult with software and hardware vendors and other establishment workers to solve problems impeding computer processing.
6. Develop and implement current levels of system diagnostic software tools to ensure the highest level of system reliability.
7. Implement and maintain new software releases as they become available.
8. Research and prepare specifications proposals for additional software and hardware as the needs of the Authority dictate.
9. Manage all service agreements for computer systems.

SUPERVISORY RESPONSIBILITIES

Supervise activities of personnel so that all non-financial fixed route data is collected and processed according to established standards, requirements and policies.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Sees that personnel receive adequate advice, counsel, assistance, and service within possible levels to help them attain their objectives and develop o their maximum potential.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university, with a degree in urban planning, transportation engineering or planning, public administration, or political science, plus two or more years minimum related experience in planning in a transportation environment. A Master's Degree (M.A. or M.S.) and additional real-world transit planning and management experience a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Mid to high level familiarity with Microsoft Word, Excel, Access, Outlook, and Power Point. Knowledge of Adobe Acrobat and its uses. Familiarity with GIS and/or other mapping software a plus. Familiarity with database software including SQL, and ability to develop and maintain specialized databases. Some computer programming experience and knowledge a plus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The Manager of Planning and Grants has a private office with a door. A majority of the work is done at the office or at various off site meetings in an office or conference room environment.

Field work may be part of this job, which requires offsite work in the field and on the bus.