

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

JOB OPENING

OPENS: 06/14/2018

CLOSES: Open until filled

TITLE: **MANAGER OF PLANNING**
SALARY RANGE: \$71,526 - \$140,000 Annually
REPORTS TO: Director of Planning & Marketing

DUTIES/RESPONSIBILITIES:

The Manager of Planning will assist in the development of innovative strategies to utilize emerging technologies and innovations in the transportation industry to provide safe, efficient, and accessible transportation services. This position will also share responsibility in the oversight and development of County Connection's long-range, short-range, and capital planning. Duties include, but are not limited to:

- Assisting in the development of the department's planning and marketing functions.
- Managing the Customer Service department and coordinating outreach efforts throughout the service area.
- Managing the Marketing department and coordinating campaigns for various platforms including print and web-based media; ensuring all campaigns are in alignment with service adjustments and new transit alternatives.
- Developing action plans which will provide for service improvements and expansions as available funding resources become available.
- Developing and refining procedures and methodologies for reporting and data analysis.
- Utilizing online software and the Geographic Information System (GIS) to convey planning concepts.
- Presenting planning recommendations to various stakeholder groups and committees, including the County Connection Board of Directors.
- Preparing and submitting local, state, and federal grant applications. Seeking and submitting new grant opportunities to take advantage of the latest innovative and technology driven opportunities.
- Overseeing progress of capital and special projects and preparing reports as required.
- Administering reporting responsibilities such as direct marketing efforts, fixed-route operating and performance reports, Measure C & J reports to Contra Costa Transit Authority (CCTA), or Productivity Improvement Projects (PIP) for the Metropolitan Transportation Commission (MTC).
- Providing liaison to various city/county staff, organizations, transportation agencies, committees, and community groups.
- Participating in service development activities such as route design, bus stop locations, or draft schedules.

REQUIREMENTS:

- Bachelor's degree from four-year college or university in urban planning, transportation engineering or planning, public administration, or political science, plus one to two years minimum related experience in planning in a transportation environment. A Master's degree and additional transit planning experience preferred.

TO APPLY:

Download and complete the application [here](#) or go to <https://countyconnection.com/about/jobs/> and click on the Employment Application. Attach cover letter and resume and submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also apply in person Monday - Friday 8:00 AM - 5:00 PM.

*Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an Equal Opportunity Employer and Drug Free Workplace