

County Connection

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

JOB OPENING

OPENS: 05/16/2017

CLOSES: 06/05/2017

TITLE: **MANAGER OF PLANNING**
SALARY RANGE: \$80,000 - \$149,000 Annually
DEPARTMENT: Planning
REPORTS TO: Director of Planning & Marketing

DUTIES/RESPONSIBILITIES:

The Manager of Planning will be responsible for the oversight and development of County Connection's long-range, short-range, and capital planning. Duties include, but are not limited to:

- Developing actions which will provide for service improvements and expansion
- Preparing and submitting local, state and federal grant applications
- Presenting planning recommendations to various stakeholder groups and committees, including the County Connection Board of Directors
- Managing contracts and grants
- Preparing and maintaining County Connection's Title VI Program
- Facilitating meetings with community groups
- Utilizing online software and the Geographic Information System (GIS) to convey planning concepts
- Administering reports, including those through the National Transit Database (NTD), Metropolitan Transportation Commission (MTC), Contra Costa Transit Authority (CCTA), California Department of Transportation (Caltrans), and the Federal Transit Administration (FTA)
- Serving as a liaison to various city/county organizations and committees
- Participating in service development activities

REQUIREMENTS:

- 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
- One (1) to two (2) years minimum related experience in planning in a transportation environment
- Ability to analyze and interpret general and technical procedures and government regulations
- Must effectively present information and respond to questions from public officials, management, clients, customers, and the general public

* A Master's degree (M.A. or M.S.) and additional transit planning experience a plus

TO APPLY:

Download and complete the application [here](#) or go to <https://countyconnection.com/about/jobs/> and click on the Administration application under Applications by Department. 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-12:00 PM and 1:00 PM - 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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY