



PLANNING MANAGER

Annual Salary Range \$72,885-\$102,241

Excellent Benefits & CalPERS PENSION

Position is Open Until Filled (First Review December 1, 2017)

JOB SUMMARY

This position is responsible for managing GCTD's fixed-route transit service planning, scheduling and service development. This position performs technical, professional and analytical work as well as oversight of day-to-day planning activities in support of the Planning and Marketing Department.

ESSENTIAL FUNCTIONS

- Manages service development for fixed-route transit service, including evaluating system performance, developing service options for District budget creation, and providing oversight of creation of schedules, run cuts and work packages utilizing industry best practices;
- Manages planning staff, including prioritizing and assigning projects; and provides feedback as needed to ensure department goals are met,
- Oversee use of on-board transit technology systems such as APCs, stop annunciators, and other technology as applicable; stays up-to-date on transit technology, including researching, evaluating and making recommendations on the utilization of new technologies, and coordinates with staff to ensure systems function appropriately.
- Works with the Director of Planning and Marketing to initiate grant applications, including identifying grant opportunities, reviewing guidelines, preparing applications, preparing progress reports, and related documentation required for Local, State and Federal grant programs.
- Writes Scopes of Work, and oversees Consultants and Vendors as needed, in order to ensure project oversight as lead project manager for District Planning Studies and Initiatives.
- Updates Short Range Transit Plan and other major planning documents, including developing tasks, soliciting and merging input from jurisdictions and the public, includes developing cost estimates for service alternatives, and identifies potential funding/grant opportunities
- Work together with the Communications and Marketing Manager to jointly determine target audiences for public outreach based on planning initiatives, and proposes strategies to promote service to attract new riders.
- Attends and represents GCTD on regional committees; oversees agenda development and provides staff assistance to the Technical Advisory Committee, makes presentations to the GCT Board of Directors and other GCT committees, and makes presentations at public meetings, conferences and other events on behalf of GCTD

- Interacts with bus operators, transit supervisors and other agency staff in a positive manner, to receive and give feedback on various scheduling/routing and bus stop issues. Researches complaints, problems and prepares responses for management, including composing correspondence.
- Plans and oversees data collection efforts, including NTD and APTA reporting, prepares written reports and proposals, and presents recommendations to management staff based on data collected
- Conducts review of regional transportation plans, and reviews proposed land use developments or road projects, and prepares written comments to promote transit supportive development
- Communicates with regional transit staff to support regional transit coordination, connectivity of schedules and fare programs to support seamless travel for transit riders in Ventura County.
- Perform related duties as required.

OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field; AND a minimum of (4 years) of related professional transportation planning experience. (A Master's Degree from an accredited college or university in Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science; may substitute for (2 years) of professional transportation planning experience.)

And, knowledge of:

- Supervisory principles and staff development practices
- Modern transit system operating principles and practices including quality service concepts
- Scheduling software systems and related technologies
- Preparing written reports including creation of tables and visually appealing graphics
- Pedestrian and bicycle facility design as it relates to accessibility to transit
- Office software such as Microsoft Word and Excel, PowerPoint, adobe Acrobat Pro
- Applicable Federal, State and Local laws, rules and regulations related to transit

And, ability to:

- Manage projects, including facilitating continual progress on priority projects
- Decide the time, place and sequence of operations within an organizational framework
- Analyze operating data, identify issues and opportunities and recommend appropriate solutions
- Present information and respond to questions from Management, Elected offices, and the public
- Practice and demonstrate strong organizational and time management skills
- Establish and maintain cooperative relationships with those contacted during the course of work
- Maintain tact, poise and professional demeanor in the workplace and with the public and coworkers

LICENSES AND OTHER REQUIREMENTS: A valid California driver's license.

WORKING CONDITIONS:

- Work in an office environment
- Driving a vehicle to conduct work
- Speaking to make presentations.
- Ability to operate standard office equipment.

SELECTION PROCESS:

All applications will be evaluated on their related work experience, education and qualifications. Qualified applicants may be invited to an oral interview.

HOW TO APPLY

To apply, please submit the following:

- **GCTD application:** Applicants may obtain an application at www.gctd.org.
- **Cover letter:** Your letter should briefly describe the professional skills, experience and vision that you would bring to the position of Planning Manager.
- **Resume:** Your resume should highlight your education and experience as it relates to this position.

To be considered, please send the above documents as a single PDF document to:

GOLD COAST TRANSIT DISTRICT
301 East Third Street, Oxnard, CA 93030
Or by E-mail to: hr@gctd.org

All applications must be filled out completely and must clearly show that the minimum requirements are met. All statements made on the application are subject to investigation and verification. Invalid applications are subject to disqualification. **The GCTD applications must be fully completed. Any questions unanswered may cause you to be excluded from the selection process.**

PRE-EMPLOYMENT PROCESS:

The process includes a job specific pre-employment physical and drug screening to be completed by an industrial health clinic of our choice; criminal background and references will also be checked. All offers of employment are conditioned upon successful completion of this pre-employment process.

About GCTD

Gold Coast Transit District (GCTD) is a special purpose transit district that provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. With nearly 4 million passenger trips provided each year, GCTD is the largest public transportation operator in Ventura County. The fleet includes 56 buses and 24 paratransit vehicles all powered by clean natural gas supplied by an on-site CNG fueling station. In 2014 Gold Coast Transit District was named Small Agency of the Year by the California Transit Association.

Employment Benefits

Paid Vacations ▪ Paid Holidays ▪ Retirement Plan ▪ Cumulative Sick Leave ▪ Group Health Insurance ▪ Longevity Pay ▪ Life Insurance ▪ Deferred Compensation Plan ▪ Paid Physical Examination

Immigration & Control Act of 1986

In order to comply with the provision of this law, all applicants prior to placement must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

Equal Opportunity Employer

Gold Coast Transit District is an Equal Opportunity (at will) Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual preference, gender identity, religion, age, veteran status, physical or mental disability, mental condition, or any other category protected by state or federal law.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959. EOE