Planning Manager

Salary: Annual Salary Range: $71,713- $103,815
Competitive Benefits: CalPERS Retirement, AFLAC Supplemental Insurance, 457 Retirement plan, Flex Spending Account and Employer contribution into medical benefits as examples.
Posting Date: 1/17/2020
Filing Deadline: Open until filled

JOB SUMMARY
Under general direction, prepares long range plans, coordinates planning activities and represents MST at planning–related meetings.

ESSENTIAL FUNCTIONS
Plans fixed-route services. Reviews, analyzes, and makes recommendations based on ridership data and customer comments. Responds to transit-related issue inquiries via meetings, phone calls, emails and letters; advises on transit supportive policies and infrastructure on environmental documents, project plans, and development activities. Designs services to satisfy the needs of customers, stakeholders; coordinates and assists with public participation in the service-planning process. Represents MST at outside meetings; develops and coordinates internal planning meetings; makes presentations to government and community groups. Advocates transit-friendly design of new development projects; assists other departments with planning options and project alternatives. Assists with data needed for planning grant applications; manages the development of short range transit plans, comprehensive operational analyses and other plans. Performs related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES
Current management techniques and principles; concepts, principles and practices of strategic planning, sustainable land use development, and transit planning; livable communities concepts; transit service, schedules and routes; transit-friendly development principals; transit access requirements, federal, state and local land use regulations. Skills in public speaking; managing meetings; report preparation; strong interpersonal skills and demonstrated ability to communicate effectively in situation requiring tact and poise; knowledge of and skill in using GIS. Ability to review and evaluate transit service; plan, organize, coordinate, and evaluate strategic planning routes and schedules; analyze MST internal and public policy and provide support for transportation alternatives; use of office programs (i.e. Word, Excel and Outlook).

MINIMUM QUALIFICATIONS & REQUIREMENTS
Bachelor’s degree from four-year college or university and three years of transit planning experience (fixed route and/or paratransit); or equivalent combination of education and experience which provides the desirable knowledge, skills, and abilities. Masters degree in Public Administration, Planning, Economics or related transportation fields is desirable.

FILING
The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications may be obtained from our Administrative Office, 19 Upper Ragsdale Drive, Suite 200, Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; or by visiting MST online at http://www.mst.org. SUBMIT COMPLETED APPLICATIONS TO: Monterey-Salinas Transit, Attn. Human Resources, 19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940. Resumes will not be accepted in lieu of a completed application.

ADA
Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER