SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Senior Planner

**SALARY:** $81,360.00 - $113,904.00 Annually

**DEPARTMENT:** Planning

**OPENING DATE:** 02/27/20

**CLOSING DATE:** 03/18/20 11:59 PM

**RECRUITMENT TYPE:** Internal/External

**DESCRIPTION:**

The Senior Planner position is the third level position within the professional Planner Job Family. The purpose of this position is to lead planning and special project activities in all aspects of Service and Strategic planning. The Senior Planner fulfills duties related to and may be assigned to lead the district’s transit service planning, service development, and operations planning duties, ridership analysis, high level coordination with City and County staff on all land use and planning issues. May coordinate with SACOG, Caltrans and other lead agencies on grant opportunities, administer and oversee the development of the District’s short range and long range planning activities, including Short Range Transit Plan, Long Range Transit Strategic Plans, O&D studies, and other District plans as needed. Oversees the strategic planning development project review process by reviewing new projects, assigning projects to planning staff, coordinating response with other agencies, presenting information/findings with community groups, and reviewing responses and submissions to appropriate agencies.

Incumbents may be required to work in both the Service Planning and Strategic Planning areas at any given time.

**EXAMPLES OF DUTIES:**

When performing Service Planning functions, the incumbent may:

- Supervise district ridership monitoring and analysis program, including NTD reporting and audit, maintenance of department databases (including Automatic Passenger Counter database, Trapeze/FX scheduling system, ride check database, and GIS shapefiles) and resolution of major issues (e.g., new services or reporting requirements)
- Conduct environmental and travel demand analysis and determine mitigation measures, including greenhouse gas and air quality impacts
- Prepare ridership reports, cost estimates, etc. for NTD and internal reporting and analysis, contract negotiation and billing, grant applications, and special reports and coordinate annual NTD audit
- Prepare grant applications
- Prepare proposals, on behalf of RT, to operate publicly solicited transit service contracts (e.g., Elk Grove, Rancho Cordova)
- Develop new bus route alternatives, including route map, headways, vehicle requirement, hours, miles, cost, and conceptual schedule, including introduction of new modes and vehicle types (e.g., microtransit, electric vehicles, etc.)

When performing Strategic Planning functions, the incumbent may:

- Represent SacRT at meetings with our local communities and have knowledge of transit and land use connections
- Provide guidance to local, regional and state agencies on transit planning principles and concepts and RT plans
- Assist in the development of environmental documentation
• Make presentations to community boards such as Planning Commission, etc. on SacRT's behalf
• Manage Consultants and contracts
• Advise SacRT staff on issues involving the City, County, SACOG, Caltrans and other regional entities
• Interpret FHWA and FTA and Caltrans guidance and give advice to SacRT staff on issues pertaining to such
• Develop and maintain the agency's long range plans, fleet plans, Short Range Transit Plan and District's Strategic Plan

MINIMUM QUALIFICATIONS:
A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Formal Education: Bachelor's degree or equivalent in Planning, Environmental Studies or a related field.

Experience: A minimum of four (4) years of related experience in planning.

Proof of education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:
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 examination segments of the selection process. An employment application and supplemental questionnaire are required for this position. Applications and job announcements are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outline above, must be submitted online no later than Wednesday, March 18, 2020 at 11:59 p.m.. RT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans

This positions falls under the OE3 implemented terms and conditions.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.sacrt.com/Career/ Position #2019-00170
2810 O Street SENIOR PLANNER
Sacramento, CA 95816 CW (916) 556-0298

Senior Planner Supplemental Questionnaire

* 1. Describe, in detail, your experience in service planning, including route design, cost estimation, schedule development, public hearings, and Title VI. In your response, include the employer and number of year/months you performed the function as well as which modes (e.g., bus, rail, paratransit, microtransit).
* 2. Describe, in detail, your experience with data collection and analysis, including your level of expertise with software and data sources relevant to transit management and transportation planning. Please indicate the number of years/months your performed these functions.

* 3. Describe, in detail, your experience developing and overseeing long range transit plans, grant applications, capital projects, bus stop improvements, environmental reviews, Title VI reporting, demographic analysis, and economic analyses, etc. In your response, include the employer and number of years/months you performed the function.

* 4. Describe, in detail, any additional relevant experience you have as a transit professional, rider, and enthusiast.

* Required Question