



Tuolumne County Transportation Council

FEBRUARY 2023
FLSA: Hourly
Bargaining Unit: OE3

Transit Planner I/II/Senior

Definition:

These positions under general supervision perform planning duties related to the development of transit plans, and projects focused on transit services in the Tuolumne County Region; represents Tuolumne County Transit Agency at a variety of policy and planning development and/or public outreach meetings, coordinates comparative studies and planning projects within established timelines and budget parameters, administers contracts, perform professional office and field work to conduct transit studies, multimodal planning, transit analysis, subareas studies, project programming, with an emphasis on system planning, project development, travel forecasting, grant application coordination, and performs special projects as assigned and related work requires. The Transit Planner I/II are distinguished from the Senior Transit Planner by the level of skill, knowledge, education, and experience.

Class Characteristics:

Transit Planner I is the entry level class in this series. Initially, under close supervision, incumbents assist in the development of transit projects and studies; collect and analyze data; develop reports and learn to complete basic planning projects and studies in a regional transportation planning agency. This class is flexibly staffed with a transit planner II level and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meets the requirements for transit planner II.

Transit Planner II is the journey level of this series, able to perform the full scope of general transit planning duties required. Positions at this level are normally filled by advancement from the I level, or when filled from the outside, require prior transit planning experience. At the II level, incumbents perform under general supervision transit planning and programming of a specialized nature; coordinate consultant studies; maintain the transit model program; and may be responsible for managing work elements or work products of the regional transportation planning agency.

Senior Transit Planner is the Senior position in the Transit Planner series. The Senior Transit Planner answers directly to the Executive Director and has the ability to perform complex professional planning work with significant initiative and minimum supervision. Effectively organize prioritize and coordinate multiple projects and tasks with successful completion under critical timelines; analyze and compile technical and statistical

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information and prepare reports; communicate effectively, both verbally and in writing; establish and maintain effective working relationships; effectively conduct meetings and make presentations to a variety of groups to facilitate consensus and/ or promote programs/projects.

Examples of Duties:

- Develop and direct the design, production and distribution of specific marketing materials directed at human services agencies and other entities.
- Serves as the liaison to community organizations in an effort to demonstrate how transit enhances quality of life and meeting basic human needs.
- Participates in conducting planning studies and prepares reports, correspondence, and recommendations regarding transit programs.
- Assists in studies related to transportation issues, public outreach, agency coordination.
- Uses computers and software programs for various transit planning projects and studies.
- Develops and maintains statistical reporting systems; compiles, analyzes and interprets data.

- Conducts the annual Transportation Development Act (TDA) Unmet Transit Needs Assessment.
- Prepares a variety of written communications including analytical reports, correspondence, and drafts of plans, policies and procedures and graphic materials.
- Conducts field surveys and investigations related to planning projects, current conditions, infrastructure maintenance, etc..
- Plan and coordinate special promotional events and activities related to general public transportation.
- Assists in monitoring the activities of the contract operator for the County's public transit system, assists staff in updating transit information at bus stops, online, and in creating general notices regarding public transit services.
- Makes (public) presentations before policy boards, represents the TCTC/TCTA in meetings with representatives of governmental agencies, professional, business and community organizations and the public.
- Coordinates the activities of the contract operator for the County's public transit system; assists in the preparation of the annual budget for the system; recommends changes in routes and fare structure; develops and implements vehicle replacement program.
- Reviews proposed federal and state legislation and prepares written analysis of issues affecting County operations; drafts proposed legislation and prepares recommendations for policy board positions.
- Understand Federal/State funding programs, assist with applications for funding, assist in administrating programs.

Ability/willingness to learn:

Level I

Basic principles and methods of transit planning and practices.

Basics of public Transportation.

Basics of transit funding, legislative requirements, and programming policies.

Mobility Management principles.

Modern office procedures.

Standard computer software systems and equipment.

Level II (In addition to the requirements of Level I)

Methods and techniques of research, budget and cost analysis and technical report writing.

Principles and practice of grant and contract administration.

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Senior Level (in addition to the requirements of Level II)

Supervise subordinates Level Transit planners I/II.

Administrative principles and methods, including goal setting, program and budget development and implementation.

Perform complex professional planning work with significant initiative and minimum supervision.

Skill In:

Level I

Learning laws, codes, ordinances, and regulations pertaining to transit operations and planning.

Learning departmental methods, practices and procedures used in transit operations and transportation planning.

Establishing and maintaining effective working relationships with those conducted in the course of work.

Representing the TCTC/TCTA effectively in meeting with others.

Level II

Preparing clear, concise, and competent reports, correspondence, and other written materials.

professional planning work with significant initiative and minimum supervision.

Developing, implementing, and interpreting goals, objectives, policies and procedures.

Performing technical planning studies utilizing GIS databases and analyzing transit operations without immediate supervision.

Prepare graphic presentation material and effectively and tactfully deliver oral and written presentations.

Knowledge of the Transportation Development Act (TDA)

Representing the TCTC/TCTA effectively in meeting with others.

Senior Level

Organizing and prioritizing work tasks and assignments of incumbent, consultants and subordinate staff so as to meet established timelines.

Principals of effective project management, including team and budget development.

Effective public speaking and presentation techniques.

Provides oversight of the Transportation Demand Management Program.

Developing a of complex files, records, spreadsheets and databases pertinent to transit planning and/or project activities.

Planning, coordinating and facilitating special policy and public participation meetings to present information promoting programs and services, encourage discussion to reach consensus.

Oversight of the Social Services Transportation Advisory Council.

Qualifications:

Education and Experience:

Any combination of training that would provide, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Level I

Equivalent to the completion of a two-year degree or equivalent education from an accredited educational

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institution with major coursework in planning, political science, environmental studies, public administration, or a closely related field. Experience: none required; however, years of relevant experience may be substituted for years of education.

Level II

Planner II: Equivalent to graduation from an accredited four-year college or university with major coursework in planning, political science, environmental studies, public administration, or a closely related field and two (2) years of experience at a level equivalent to the classification of Planner I with Tuolumne County. The completion of a two-year degree with major coursework in planning, political science, environmental studies, natural resource management, public administration, or a closely related field. The completion of a transit management certificate from an accredited program and four years relevant experience may substitute for the four-year degree.

Senior Level

Equivalent to graduation from an accredited four-year college or university with major coursework in planning, political science, environmental studies, public administration, or a closely related field and two (2) years of

experience at a level equivalent to the classification of Planner II with Tuolumne County. The completion of a two-year degree with major coursework in planning, political science, environmental studies, natural resource management, public administration, or a closely related field, completion of a transit management certificate from an accredited program and four years relevant experience may substitute for the four-year degree.

Licenses and Certifications: (all levels)

Ø Possession of a California driver's license and a satisfactory driving record.

Ø Certification in Transit and Paratransit Management for University of Pacific or similarly accredited program is desirable.