

Ventura County Transportation Commission
Job Description

Transit Planner

Definition

Under general supervision, performs professional-level, analytical, and technical duties in support of programming and transit planning, coordination, and operation activities; conducts special studies, surveys, and research assignments; completes a variety of reports and program documentation; monitors program implementation, performance, and compliance with requirements; provides staffing and support to one or more advisory committees; analyzes and compiles the information for inclusion in Federal and State Transit Grants; develops the scheduling and routing of VISTA services; coordinates with other transit agencies; prepares and submits National Transit Data (NTD) reports; develops plans and analyses of transportation and demographic data to support the VCTC transit planning activities; represents the Commission at community groups, and government agencies; assists in outreach and marketing activities; provides highly responsible staff assistance to the programming function; and does related work as required.

Distinguishing Characteristics

This single-position classification reports to a department head and is characterized by its independent responsibility for performing a wide variety of analytical and coordination duties for transit programs, including fixed route, paratransit and other services both for the general public and special populations. This position exercises independent judgment and discretion in analyzing, coordinating, and overseeing the programs. It is distinguished from the next higher level position of department head, in that the latter has greater responsibility for a wider variety of programs and functions. It is also distinguished from a manager-level classification in that this position does not manage any functions.

Typical and Important Duties

Duties may include, but are not limited to, the following:

- Revises VISTA schedules and routes; analyzes VISTA ridership data.
- Develops and recommends policies for transit riders, transit performance standards for VISTA and for countywide transit planning.
- Analyzes demographic and travel data and prepares reports providing the data to VCTC and to county transit providers.
- Develops and recommends transit performance standards.
- Meets with community groups to address transit issues.
- Resolves rider and public complaints regarding transit services.
- Supports the VCTC Unmet Transit Needs process.
- Organizes workshops for the purpose of informing the public and local agencies on transportation issues affecting the region.

- Oversees the work of consultants retained to work on grant projects for transit projects.
- Works with state and federal officials to advocate for transit-friendly policies.
- Serves as liaison to the area's regional transit-agency representing Ventura on transit/public transportation issues; advocates for effective coordination between the agencies.
- Coordinates the public involvement process for the department; stages public appearances and announcements, organizes public meetings, gives presentations, and educates the public concerning transportation issues.
- Serves as staff to the Transit Operators' Advisory Committee (TRANSCOM), transit related subcommittees and ad hoc committees, and interacts regularly with other technical and policy committees.
- Provides project updates, presents on certain aspects of the transportation program and provides other information, as requested.
- Plans, develops, and implements public transit planning.
- Assures system implementation, grant administration, and compliance with FTA regulations.
- Plans, develops, and implements various public outreach and marketing programs; develops the transit portion of VCTC's Capital Improvement Program.
- Works with other governmental agencies and non-profit organizations to provide efficient transportation systems and services.
- Researches and resolves complaints and problems; develops and analyzes customer surveys to determine customer satisfaction; develops methods of operation to meet public demand for service.
- Prepares reports for presentation to the Commission and other elected officials and public groups.
- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Provides responsible technical and administrative support for transportation-related programming and planning; prepares policy documents, reports, memos, and analyses.
- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Monitors and comments on regional, state, and federal actions, programs, and plans impacting the Agency and other local transit services; provides analysis about the impacts.
- Prepares contract proposals, grant applications, and similar documents; prepares reports and monitors grants for contract compliance.

- Prepares presentation materials and documentation for use by funding agencies in considering projects nominated for funding and monitoring status of approved projects.
- Works with project sponsoring agencies and funding agencies to resolve issues and facilitate project approval.
- Keeps up-to-date with transportation funding requirements; reviews regulations and procedures.
- Performs related duties and responsibilities as assigned.

Experience and Training

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

Experience: Three years of progressively more responsible transportation-related experience in programming, planning, or analysis.

Training: A bachelor's degree from an accredited college with major coursework in transportation or urban planning, public or business administration, political science, public policy, environmental studies, engineering, or a related field. The ability to communicate in grammatically correct written and spoken Spanish is desirable.

Job-Related Qualifications

Knowledge of:

- Methods, practices, and procedures involved in transit planning, operations, and management.
- Methods, practices, and procedures involved in local government management, operation, and funding of transit services.
- Transit equipment and relevant technologies, including CARB requirements.
- Federal and state laws and regulations governing transit.
- The requirements of the Americans with Disabilities Act (ADA).
- Marketing concepts.
- Research techniques, methods, sources of information for report preparation and presentation.
- Applicable local, state, and federal laws and regulations.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Meeting noticing and agenda setting requirements for public meetings.
- Public record acts and Roberts Rules of Order for legislative bodies.

Ability to:

- Work independently with minimal supervision.
- Interact with citizen groups, elected officials and high level administrators.
- Provide leadership in formulating and directing policies and programs and engendering a creative environment.
- Prepare transit routes and schedules and associated budgets.
- Schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- Review complex, organizational, and administrative problems, and recommend an effective course of action.
- Listen carefully, understand concerns or viewpoints presented, and respond clearly with sensitivity and compassion.
- Prepare for publications and distribution a wide variety of informational pamphlets and bulletins.
- Analyze issues, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units.
- Situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.
- Using a personal computer and associated applications.
- Rapid note taking and accurate transcription of own notes.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills, abilities, and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials. May repair or maintain bus stop signs and other furniture on occasion.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; occasionally works protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting and to periodically work in a field setting.

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