JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline (650) 508-6308

October 11, 2019

TITLE: Manager, Operations Planning (Bus)

EMPLOYMENT TYPE: Exempt

DIVISION: Bus

APPLICATION DEADLINE: Open Until Filled (1st Cut-off Friday, November 8, 2019)

PAY RANGE: $2,117 – $3,175 per week ($110,089 – $165,134 estimated annual)

WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California

WORK SCHEDULE: Full Time (Monday – Friday)

Job Summary: The Manager, Operations Planning reports to the Director, Bus Transportation and is responsible for planning and scheduling of the District's fixed-route bus services for the San Mateo County Transit District (SamTrans).

Examples of Essential Functions:

* Manage the scheduling process for District fixed-route bus service, and plan new service and/or changes in existing service.
* Oversee service planning and route evaluation studies that are generated in response to short and long range transit plans.
* Develop run cuts using HASTUS, Trapeze, or other similar scheduling software.
* Serve as a member of the Service Planning Committee.
* Supervise Staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

Examples of Duties:

- Forecast and develop runs for daily assignment of bus operators.
- Direct field staff in the collection of fixed-route data (ride checks, maximum load point checks, and on-time performance).
- Develop and make adjustments to route services using data analysis from marketing research data, statistical reports, passenger counts, consumer complaints and information from citizen groups.
- Analyze and approve the economic viability of routes, by preparing passenger, cost, and revenue projections.
- Set-up transportation schedule for special events.
- Review Caltrain rail service schedules, and coordinate connecting services to rail network.
- Make presentations to the SamTrans Board of Directors, local political boards, community groups and various private and public agencies.
- Prepare the run book, frequency book, summary sheets, and design route maps.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one’s self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.
**Supervision:** Works under the general supervision of the Director, Bus Transportation, who establishes goals and objectives and evaluates performance.

**Minimum Qualifications:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor’s degree in Business Administration, Finance, Public Administration or a closely related field.
- Five (5) years of full-time experience performing bus scheduling, and two years performing run cutting.
- Three (3) years’ experience supervising staff.

**Preferred Qualifications:**

- Working knowledge of HASTUS, Trapeze or similar scheduling software is desirable.
- Experience making presentations to boards, community groups, and various private and public agencies.
- Must be able to communicate effectively, both orally and in writing.

**Selection Process May Include:**

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate will be subject to background check.

**Current Employment Benefits at SamTrans:**

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<tr>
<th>Benefit</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Holidays:</strong></td>
<td>Seven paid holidays, plus up to five floating holidays per year</td>
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<tr>
<td><strong>Time Off:</strong></td>
<td>Paid Time Off: Up to 26 days per year</td>
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<td><strong>Cafeteria Plans:</strong></td>
<td>Medical, dental, vision care, group life insurance, and more</td>
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<td><strong>Transportation:</strong></td>
<td>Free bus transportation for employees and qualified dependents</td>
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<td><strong>Retirement:</strong></td>
<td>Social Security and California Public Employees Retirement Systems (CalPERS)</td>
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<td></td>
<td>o Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</td>
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<td></td>
<td>o New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</td>
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**How to Apply:**

*Although we encourage applicants to apply online, we still are accepting paper applications.* The position is open until filled. The first cut-off is at 11:59 PM on Friday, November 8, 2019, with each subsequent cut-off on the 1st of every month beginning December 1st, 2019. This position may close without notice. If interested, apply immediately. You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans