

January 7, 2022

TITLE: Principal Planner (Strategic Planning)
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Planning, Grants, Transportation Authority
PAY RANGE: \$2,117.10 - \$3,175.65 weekly (\$110,089 - \$165,134 estimated annual)
APPLICATION DEADLINE: **Monday, January 31, 2022**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Principal Planner (Strategic Planning) reports to the Manager, Strategic Planning and is responsible for the development of strategic transit planning initiatives for multi-modal transportation and transit plans, programs, and projects for SamTrans.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for development of strategic, long-range, capital and/or environmental transit studies, programs and projects.
- Develop and maintain working relationships with internal and external stakeholders to develop consensus on project scope, process and recommendations for transportation and transit plans, programs and projects.
- Lead or support implementation of recommendations from related studies and planning efforts.
- Manage consultant contracts and ensure quality assurance/quality control and fulfillment of project scope on budget and schedule.
- Present agency planning initiatives at meetings both internally and externally including presenting goals and objectives of planning projects.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection, coordinate staff training and professional development. Establish performance objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Integrate principles of land use planning, transit use propensity and social equity into agency-wide strategic plans, corridor transit plans, and local transit-oriented development policies.
- Establish schedules and methods for providing planning services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Manage the selection and performance of consultant contract services for technical support; approve and monitor project schedule and budget to ensure timely completion in accordance with agency standards
- Prepare reports, presentations and other communications to senior staff, board members, and outside agencies and committees; respond to questions, written and oral requests for information from concerned parties.
- Lead staff in developing sound project goals, objectives, and methodologies for prioritizing project outcomes and recommendations.
- Develop or guide staff in the development of public outreach plans that meaningfully engage community and stakeholders in planning efforts; conduct field outreach with bus riders and other project stakeholders.
- Work inter-departmentally to implement recommendations of planning efforts, assess impacts and optimize internal programs.
- Monitor work activities to ensure compliance with established policies and procedures; consult with senior management regarding policies and procedures.

- Evaluate job performance of staff which also included support 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 yourself, your 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: Work under the general supervision of the Manager, Strategic Planning, who establishes goals and objectives, monitors 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 urban planning, transportation planning, transportation engineering, economics, public policy or related field.
- Four (4) years of full time progressively responsible transportation planning experience.
- Two (2) years of supervisory experience.

PREFERRED QUALIFICATIONS:

- Experience planning and securing funding for capital investments, such as bus stop and transit priority projects.
- Familiarity with environmental regulations/requirements (CEQA, NEPA).
- Fluent in Spanish, Chinese (Mandarin or Cantonese), or other language often spoken in San Mateo County.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant’s qualifications, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application by 11:59 pm on Monday January 31, 2022. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.