Assistant Transit Planner

**Purpose of the role:**
Under general supervision, performs routine and professional transit planning, technical, analytical, programmatic, and administrative duties in support of transit operations and activities and provides responsible staff support to the City’s transit program; ranging in difficulty from routine to complex; conducts field studies and investigations, coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

**Distinguishing Characteristics:**
This is the entry-level class in the professional Transit Planner series. Initially under closer supervision, incumbents at this level perform the more routine planning, analytical, administrative, and programmatic support duties while learning City policies, procedures, technical programs and software, and specific techniques related to area of assignment, planning and management analysis. As experience is gained, assignments gradually become more diversified, and incumbents work with greater independence. Incumbents are expected to assist the department head, senior management staff, and/or higher-level Planner Analysts with planning, program, operational, and administrative functions.

**Essential Duties and Responsibilities:**
- Performs or assists in performing routine to moderately difficult research studies and prepares reports and recommendations on a wide variety of transit issues, including bus routes, schedule times, route transfer points, bus stop locations, bus shelter and bench locations, route modifications, route timetables, and schedule enhancements; designs and develops bus schedules, and other related materials.
- Conducts field studies and investigations to evaluate ridership, traffic movement, and other issues applicable to the evaluation of routes, schedules, and route coverage issues; assists in or performs performance analyses, including on-time performance, ridership, and other operational metrics; prepares a variety of written reports, commentaries, and correspondence applicable to assigned studies and analyses.
- Applies knowledge of databases to track, maintain and update inventory of bus stops, geo-coordinates, amenities, and use reasoning skills to identify and correct data as needed.
- Participates in planning, coordinating, implementing, promoting, and overseeing new and/or modified programs, projects, and initiatives; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; participates in the development and implementation of strategies for the achievement of these goals.
- Participates in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City; performs the necessary research and analysis to justify the
appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; participates in monitoring project success using appropriate tracking and feedback systems.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.

- Participates in the development and monitoring of assigned contracts and agreements; coordinates and participates in the preparation of professional service agreements, contracts, sole source request, bid packages, and specifications; may participate in ensuring work is performed in compliance with contracts and agreements.

- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Knowledge of:**

- Theory, principles, practices, procedures, and information sources of urban and transportation planning.
- Methods and procedures used in the development and analysis of planning information.
- Economic, environmental and/or social concepts applicable to the transportation planning process.
- Local, state, and federal law and regulations governing the provision of public transit services.
- Community trends and market analysis techniques.
- Methods and techniques of developing, coordinating, and implementing public involvement and outreach processes on complex and/or politically sensitive transit issues.
- Modern transit system operating principles and practices.
- Statistical analyses techniques and formula relevant to the planning process.
- Strong mathematics, data collection, spreadsheet, and spatial analysis skills.
- Knowledge of mapping data, GIS, database management.
- Preparing written correspondence and reports including creation of tables and quality graphics.
- Computer programs such as Microsoft Word and Excel, PowerPoint, Adobe Pro, GIS, Google Earth.
- Basic principles and practices of preparation and administration of grant application and administration.
- Methods and techniques used in customer service, public relations, and program promotion.
- English usage, spelling, grammar, and punctuation.

**Desired Minimum Qualifications:**

- Perform routine to more complex technical research and analysis of planning issues or problems, evaluate alternatives, and recommend or adopt effective courses of action.
• Present ideas and requirements clearly and persuasively, orally and in writing, to diverse, internal and external technical and non-technical audiences.
• Prepare clear, concise, and comprehensive correspondence, technical documents, reports, studies, and other written materials.
• Interpret and present maps, graphs, statistical data, and visual displays clearly and effectively to a variety of audiences.
• Instruct others in work procedures and practices.
• Organize and maintain office and specialized confidential files and records.
• Understand and follow oral and written instructions.
• Establish and maintain effective customer-focused working relationships with all levels of City management, employees, employee organizations and their representatives, other governmental officials, contractor staff, community groups, and the public.
• Participate in development, planning, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area.
• Perform professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
• Collect, evaluate and interpret varied information and data.
• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
• Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
• Identify and respond to community and organizational issues, concerns, and needs.
• Organize and prioritize timelines and project schedules in an effective and timely manner.
• Operate and use modern office equipment including a computer and various software packages.
• Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
• Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
• Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
**Education and Experience Guidelines:**

**Education/Training:**
A Bachelor’s degree from an accredited college or university with major course work in urban planning, transportation planning, or a closely related field; or an equivalent combination of training and experience.

Experience in a public transit agency or governmental setting is required.

A Master’s Degree from an accredited college or university in urban planning, transportation planning, or closely related field is desired.

**Experience:**
Two years of responsible transit planning experience. One year of transit administrative support or transit analytical experience, preferably in public transit, may be substituted for one year of transit planning experience.

A Master’s Degree from an accredited college or university in planning, transportation planning, or closely related field may substitute for one year of transit planning experience.

**Licenses; Certificates; Special Requirements:**
A valid Class C California driver’s license is required.

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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; interact with officials and the public.

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Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 8/9/2021
Date Revised: