### Associate Transit Planner

**Purpose of the role:**
Under direction, performs a full range of responsible and varied professional transit planning, technical, analytical, systems, statistical, programmatic, management, and other administrative duties in providing responsible staff support to the City’s transit program; assumes responsibility for the management and administration of specific program areas; recommends action and assists in policy, procedure, work methods, and budget development and implementation for area of assignment; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

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This is the journey-level class in the professional Transit Planner series. Positions at this level are generally assigned responsibility for the management and administration of specific program functions and independently perform responsible and difficult analytical, financial, systems, statistical, programmatic, management, and other administrative analyses duties in providing responsible staff support to the City’s transit program.

**Distinguishing Characteristics:**
Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Projects may include transit planning, contract administration, statistical analysis, operations support, policy, procedures and budget development, or other areas specific to the transit program. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

The Associate Transit Planner class is distinguished from Assistant Transit Planner class in that incumbents in the Associate Planner class are assigned and expected to independently complete the more difficult planning and analytical work on assignments having greater impact on departmental operations or citywide programs, including responsibility for the management and administration of the transit program operator contract.

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**Essential Duties and Responsibilities:**
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs moderately difficult to complex 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, route folders, bus stop signs, verbal bus announcements, on-board bus information signs, and destination signs; develops route maps.
Organizes, coordinates, directs, and/or conducts administrative and/or management studies relating to the activities or operation of the assigned department, office, or program area; conducts complex surveys, research, and analysis on administrative, fiscal, and operational issues; determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedures.

Proposes modifications to existing services including route design, service frequencies, and vehicle requirements; advises program manager and coordinates with other departments and contract operator on service related issues.

Supervises 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.

Provides staff assistance to management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.

Participates in planning, coordinating, implementing, promoting, and overseeing assigned 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.

Aids in resolving the more difficult operational and administration problems; identifies problem areas and issues; plans, modifications; discusses findings with management staff and prepares reports of study conclusions; oversees and assists in the implementation of recommendations.

Oversees and participates in the design, production, and distribution of a variety of promotional, marketing, outreach, and informational materials, communications, and presentations for assigned programs, services, resources, events, and activities; as assigned, creates press releases and serves as press contact for assigned programs.

Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.

Participates in the budget development process and budget monitoring activities for assigned areas of responsibility; collects and analyzes financial data; reviews and analyzes budget requests and budget changes; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.

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.
• May direct the work of support staff on a project or day-to-day basis.
• 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:
• Modern transit system operating principles and practices.
• Theory, principles, practices, procedures, and information sources of urban and transportation planning.
• NTD and federal, state and local reporting requirements and regulations.
• 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.
• Knowledge of mapping data, GIS, database management.
• Statistical analyses techniques and formulae relevant to the planning process.
• Principles and practices of contract negotiation, preparation and monitoring.
• Preparing written correspondence and reports including creation of tables and quality graphics.
• Techniques and formulae for administrative, financial and comparative analyses.
• Principles and practices of budget preparation and administration and grant application and administration principles and practices.
• Principles of lead supervision and training, which may be applied to the supervision of subordinate staff and volunteers.
• Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing applications in the preparation of printed and graphic materials.
• Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.
• Computer programs such as Microsoft Word and Excel, PowerPoint, Adobe Pro, GIS, Google Earth.
• English usage, spelling, grammar, and punctuation.

Ability to:
• Perform complex to difficult 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.
• Interpret and present maps, graphs, statistical data, and visual displays clearly and effectively to a variety of audiences.
• Prepare clear, concise, and comprehensive correspondence, technical documents, reports, studies, and other written materials.
• Exercise sound, expert independent judgment within general policy guidelines.
• Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential files, records, and employee situations.
• 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.
• Research, negotiate, manage, and monitor contracts and agreements.
• Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
• Identify and respond to community and organizational issues, concerns, and needs.
• Coordinate multiple projects and meet critical deadlines.
• Organize and prioritize timelines and project schedules in an effective and timely manner.
• Plan, schedule, and review the work and performance of volunteers and subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
• 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.
• Establish and maintain effective working relationships with those contacted in the course of work.
• 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

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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:**
Graduation from an accredited four-year college or university with major coursework in urban planning, transportation planning, or a closely related field; Master’s Degree preferred. Experience in a public transit agency or governmental setting is required.
Experience:
Three to five years of progressively responsible urban or transportation planning experience, at least two of which were at the level of Assistant Transit Planning Analyst or equivalent; or an equivalent combination of training and experience.

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

**Physical and Environmental Conditions:**
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.

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: 8/11/2021
Date Revised: