



Senior Planner

Purpose

The Senior Planner, under general supervision, performs a variety of duties to carry out the District's transportation planning projects, including transit and multiuse pathway planning and service delivery studies, data gathering, data analysis and preparation and presentation of oral and written reports. Participates in policy development and project implementation through the capital planning studies and projects that include the identification of issues, collection and analysis of data and evaluations and recommendations for change.

Examples of Duties

Position duties and skills include, but are not limited to, the following:

- Analyzes and makes recommendations using transportation planning and statistical methods, budgeting, and financial analyses.
- Provides liaison with cities, other local/regional agencies and community groups regarding transportation and land use issues and advancement of transit-oriented development projects, with a focus on the SMART multi-use pathway.
- Coordinates with all levels of stakeholders, including bike coalitions, cities, counties, MTC, and Caltrans; participate in committees.
- Serves as single point of contact for SMART multi-use pathway issues and the SMART segment of the Great Redwood Trail.
- Collects a variety of statistical data and prepares reports and maps related to the development, implementation, and operation of the pathway project.
- Participates in the development of pathway maps, graphics, and fact sheets.
- Manages pathway counters project, including contract management, data monitoring, analysis, reporting and presentation.
- Develops work plans and budget estimates.
- Prepares planning reports involving extensive written and graphical material
- Participates in capital program development and pathway design, including coordination with SMART's internal and external stakeholders, such as local jurisdictions.
- Participates in the development of SMART pathway-related policy.
- Makes presentations before SMART committees and the SMART Board of Directors as required.
- Coordinates response to any maintenance or real estate issues.
- Coordinates station access and design issues for both existing and future stations: bicycles, pedestrians, wayfinding, parking, etc.
- Develops and manages station and pathway wayfinding program.
- Manages bike parking data and provides analyses.

- Serves as liaison to regional Bikeshare Program
- May exercise lead supervision over assigned subordinate staff.
- Performs other duties as assigned.

Minimum Qualifications

Experience and Education:

Sufficient training, education and experience to demonstrate the required knowledge skills and abilities. A Master's degree in transportation or urban planning or a related field and four years of progressively responsible planning experience or a Bachelor's degree in planning or a related field and six years of professional planning experience. Lead or Supervisory experience preferred.

Knowledge of

- Principles, concepts and practices of planning, active transportation, and land use.
- Bicycle and pedestrian pathway planning, policy, and design.
- Principles and practices of research and data collection, including statistics.
- Project management methods and techniques.
- Transportation funding sources and processes.
- Physical, environmental, economic, aesthetic, and social implications involved in transportation planning and transit-oriented development.
- Applicable federal, state and local laws governing transit and pathway operations.
- Knowledge of effective report writing techniques and business English usage.

Ability to:

- Organize tasks, establish priorities, and set goals and objectives.
- Manage multiple projects simultaneously and meet firm deadlines.
- Identify and define technical problems.
- Communicate technical information in an easy-to-understand format.
- Review plans and apply provisions of ordinances and codes to determine compliance with regulations and to apply regulations to field conditions.
- Design graphics/maps using computer/drawing software for publication studies.
- Use sound independent judgment within general policy and procedural guidelines.
- Perform analysis and make recommendations based on findings in studies, field observation and public contacts.
- Prepare clear and accurate reports, correspondence, and other written materials.
- Operate a personal computer with common software applications; learn specialty software of the work unit.
- Establish and maintain effective working relationships with those contacted in the course of the work. Work collaboratively with other divisions and co-workers.
- Communicate effectively both verbally and in written form.
- Assist in estimating and administering budgets for studies and in managing planning projects.
- Ability to attend occasional meetings outside of normal working hours, such as evenings and weekends.
- Maintain accurate records and files.

Physical Working Conditions:

Requires the ability to remain in a stationary position for prolonged periods in the performance of daily activities. The position also requires the ability to perform data entry and prepare reports using a computer keyboard. Additionally, the position requires the ability to read and interpret written reports and other work-related documents. The ability to provide service in person and via the phone is required. May occasionally need to lift up to 25 pounds. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. Most work is performed in an office environment. Travel to attend external meetings may be required. May occasionally be exposed to outside weather conditions.

Position Details

- Salary Range: \$50.77 - \$61.72 per hour
- FLSA Status: Exempt
- There is a 12-month probationary period following appointment to this position.
- Proof of full vaccination for COVID-19 required prior to beginning employment. Exemptions may be requested for medical or religious reasons.
- A thorough background check will be required including, but not limited to: current and past employers, personal contacts, education verification. A credit report will be required for positions covered under Labor Code 1024.5. (A complete list of background check documents will be provided upon request).
- A pre-employment physical, including a urinalysis drug screen, will be required.
- SMART is a drug-free workplace. All employees will be expected to behave in accordance with this policy.

The Sonoma-Marin Area Rail Transit is an Equal Opportunity Employer.