



## **PLANNING MANAGER**

### **Job Description**

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**REPORTS TO:** Chief Executive Officer  
**SUPERVISES:** Service Planner, Transit Analyst, Transportation Options Specialist  
May indirectly supervise other assigned personnel  
**FLSA STATUS:** Exempt  
**TESTING STATUS:** Non-safety sensitive; not subject to FTA drug & alcohol testing

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#### **POSITION SUMMARY**

Responsible for long-range planning projects, including the implementation of the transit study recommendations, long-term service design for fixed route service, strategic planning, grant writing and research studies. Oversee alternative transportation contracts with providers, worker-driver programs, transportation demand management, and vanpool-rideshare programs. Participate with the Metropolitan Planning Organization, Department of Transportation and other agencies. May also assist with short range planning. Oversee planning staff.

#### **ESSENTIAL JOB FUNCTIONS**

Manage projects and programs such as the implementation of recommendations from current and/or future transportation studies.

In conjunction with the Service Planner, study, analyze, and evaluate current and proposed transportation structures; utilize transit performance data to evaluate travel patterns or accident records; provide recommendations on transit related improvements.

Create and present reports, presentations, and recommendations to internal stakeholders, governmental agencies, and the community; coordinate with other departments and agencies to implement revisions.

Update and maintain operational performance standards, and related policies.

Work collaboratively with local officials, agencies, jurisdictions, and developers to advance transit projects and programs; communicate and coordinate transit planning impacts with various agencies including the Metropolitan Planning Organization (MPO).

Use transit specific programs to analyze operations; statistics and budgeting data for planning future transit service delivery.

Create, review and update annually the Transit Asset Management Plan.  
Attend public meetings; present service plans and solicit community input.

Develop cost-effective improvement strategies that will increase efficiency to meet the needs of the community including the potential of alternate transportation modes or other contracted services. Including but not limited to van pools, rideshare, volunteer driver and worker/driver programs.

Perform cost-benefit analysis on current and proposed service alternatives.

Oversee project implementation; manage team of developers and/or contractors to ensure projects are completed correctly and efficiently.

Oversee the monitoring of programs related to Agency's bus stops and transit centers.

Prepare periodic Title VI, TDP (in conjunction with Transit Analyst) and other required planning documents.

Monitor/analyze proposed legislation/regulations and propose agency positions and strategies. Coordinate with other transit agencies to achieve effective legislative outcomes.

Assist in the grant writing process to securing funding for projects.

Stay current with local, state, and national legislation regarding transportation to evaluate the legality of current and potential infrastructure.

May work with the Marketing team to oversee the development of a comprehensive marketing plan for the Agency.

Attend WSTA Legislative Committee functions and testify at the State Capitol as needed.

Serve as backup for the Chief Executive Officer at the APTA Legislative Committee and Bus Coalition as needed.

Plan, assign, and supervise the work of staff; interview and recommend selection of job candidates; train, monitor and evaluate performance; take corrective action as needed.

Work with and maintain confidential information.

Demonstrate regular and punctual attendance.

#### **OTHER DUTIES**

In the event the Chief of Staff is not available, may serve as acting Chief Executive Officer.

Represent Agency at conference, meetings or in the community to provide information regarding areas of expertise.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination equivalent to:

- A bachelor's degree in Urban Planning, Transportation Planning/Engineering, or related field.
- Five years' experience with bus service planning and development programs; or an equivalent combination of experience, training, and education.
- American Institute of Certified Planners (AICP) certification desired.

### **Knowledge of:**

- Principles and practices of project management including scope development, cost estimating, scheduling, construction and project control.
- Federal, state and local legislation and regulations governing land use, environmental impact, construction and transit operations.
- General principles and practices of transportation planning, transit operations and infrastructure design including design for bus operations, pedestrian access and safety, aesthetics and integration into local community, administrative and maintenance facility design.
- Common budgetary practices.
- Contract administration.
- Experience with scheduling, analysis, and support services activities related to implementing transit services, passenger facilities, and support systems.
- Knowledge of transit planning principles, survey design, implementation, analysis, and awareness of trends in transit and transit research.
- Public relations and marketing concepts.
- Public planning and involvement processes
- Principles and practices of supervision, training, and employee development.
- Concept of fixed route and paratransit transit services, urban planning, transit system development and land use planning for short and long-term planning.
- Methods and techniques used in analyzing transit service performance and productivity.
- Principles and practices of data collection, statistical analysis, and report generation.
- Nomenclature and symbols used in maps, plans, and specifications.

### **Ability to:**

- Analyze data and design, organize and conduct short, mid and long-range projects.
- Read and interpret construction drawings, maps, and other technical documents and materials.
- Develop and implement effective department goals, objectives, policies, procedures, work plans, timelines, programs and services.
- Interpret and apply Federal, State, and local regulations governing public transit systems.
- Understand and apply Federal Transit Administration regulations and guidance related to assigned activities.
- Analyze impact of new legislation on Agency policies and develop or modify policies and programs as required.
- Provide technical expertise and assistance to Agency management and the Board regarding areas of assignment.
- Participate in Agency policy development. Attend Board and management meetings as requested to present and explain reports and issues related to areas of assignment.
- Manage multiple tasks simultaneously and effectively.
- Consolidate, develop, prepare, administer and control the Agency and departmental budgets.

- Prepare and maintain records and reports in accordance with applicable laws and regulations, Agency policies, and accepted accounting principles.
- In conjunction with the Chief of Staff, coordinate and manage the financial aspects of major capital projects.
- Analyze complex data and develop appropriate plans and recommendations.
- Train, assign, schedule, supervise, motivate, counsel and evaluate the performance of assigned personnel.
- Provide support, information and assistance for subordinates to assure optimum services to the Agency.
- Interpret, apply and explain Agency policies and revised governmental regulations and requirements related to area of assignment.
- Prepare and deliver informational and persuasive oral and written presentations before large and small groups, including management, the Board, public hearings and meetings.
- Establish and maintain effective and cooperative working relationships with all levels of Agency staff, representatives of local, State and federal agencies, elected officials and the public.
- Operate a computer using word processing, management information, spreadsheet and complex software in a networked environment.
- Follow safe work practices and identify occupational hazards.
- Represent the Agency at meetings with federal, state, local and regional officials, business leaders and developers.
- Understand principles of land use permitting processes for the installation of bus stops and other passenger facilities.
- Operate GIS, GPS, CAD/AVL and other automated support systems and software used in the transit industry.
- Communicate technical information to non-technical audiences.
- Write clear, concise reports, presentations, documents, and relevant applications.
- Establish and maintain cooperative working relationships with those contacted during work.
- Learn new technologies, policies, procedures and guidelines established by professional organizations and/or governing agencies.
- Utilize office equipment and other relevant technology (software and systems) to meet business needs.
- Understand, follow, and communicate clearly and concisely, both orally and in writing.
- Work as a team member and independently; effectively apply organizational and time management skills; meet deadlines and comply with Agency policies.
- Exercise sound judgment in making decisions.
- Focus on tasks and recall details; handle frequent interruptions.

### **OTHER REQUIREMENTS**

Must possess and maintain a valid Washington State Driver's License and good driving record throughout employment.

### **WORKING CONDITIONS**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Environment:**

Duties are primarily performed in an office environment while sitting at a desk or computer workstation. Duties involve some travel to other locations to attend meetings and conduct work. Must be willing to attend evening Board meetings when necessary.

**Physical Demands:**

Essential functions require the ability to see to read normal and fine print; hear to receive information and speak clearly and distinctly to provide information over a telephone, in person or in a group presentation. Must be able to remember essential information and concentrate for long periods of time. Must sit in meetings or at a desk or computer for extended periods. On occasion, will carry supplies/materials up to 15 pounds from vehicle to building for meetings and presentations.

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*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*