

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

September 8, 2023

TITLE: Planning Administrator (Principal Planner) – Capital Planning
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Planning
APPLICATION DEADLINE: **Sunday, October 1, 2023**
PAY RANGE: **\$2,117 – \$3,175 weekly (\$110,089 – \$165,134 estimated annual)**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Planning Administrator (also known as Principal Planner), Capital Planning reports to the Manager of Strategic Planning and is responsible for managing the planning phase of capital projects for SamTrans including scoping, feasibility and alternatives analysis as well as supporting a range of additional planning activities related to the lifecycle of SamTrans capital projects.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Lead capital planning studies and maintain a capital improvement program (CIP) for SamTrans.
- Serve as the primary liaison and maintain effective working relationships with partner agencies, Caltrain, Caltrans, local jurisdictions, and internal stakeholders related to individual capital project planning and development.
- Perform activities associated with grant preparation, project readiness, and submittals for internal quality control processes.
- Provide SamTrans' capital planning perspective, input and support on major projects and initiatives, studies, expenditure plans, policies and standard operating procedures, and design guidelines.
- Review internal and external capital project plans and design drawings for consistency with SamTrans planning documents and policies/procedures. Assess potential impacts to SamTrans service and facilities and provide remedies.
- Provide planning support to other SamTrans departments on capital project delivery and funding efforts.
- Work effectively and collaboratively in a multidisciplinary team environment and establish strong working relationships with other departments such as Bus Operations, Infrastructure, Facilities, Real Estate, Grants, Finance, and Government Affairs.

EXAMPLES OF DUTIES:

- Lead capital planning studies for SamTrans and associated public engagement activities and ensure adherence to scope, schedule, budget, quality and timely delivery. Maintain and regularly update the CIP for SamTrans.
- Manage all aspects of the planning phase of capital projects. Initiate, prepare, and manage Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for capital planning projects, and oversee professional and technical consultant/contractor agreements, workplans, budgets, schedules, and contract performance.
- Shepherd SamTrans capital projects on State right-of-way through the Caltrans project delivery process, review and provide technical input on Caltrans project plans, and represent SamTrans' interests in ongoing coordination efforts.
- Represent SamTrans interests on internal and external project committees and review and provide technical input on internal and external project plans and documents.
- Coordinate with other departments on grants, fund programming and project development and with outside agencies to ensure adherence to Board-authorized policies and procedures.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Support the development, revision, and implementation of master processes to track and monitor stages of development of capital planning initiatives, from early proposal stages through planning to engineering.
- Ensure capital projects advance SamTrans's goals and commitments outlined in the agency's Strategic Plan and Service Policy Framework and support the agency's compliance with Title VI.
- Work in collaboration with Government Affairs to assess the impact of legislative and policy proposals that may affect SamTrans's funding for capital projects, and make recommendations to the Board, as appropriate.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Manager of Strategic Planning who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Urban Planning, Transportation, Environmental Planning, Urban Design, Civic Engineering, Landscape Architecture, Architecture, Economics, Public Policy, or related field.
- Four (4) years of full time progressively responsible planning experience in Capital Projects, Transportation Planning and Project Delivery, Urban and Bus Infrastructure Development, Station or Site Planning and Design, Access Planning and/or Bicycle and Pedestrian Planning.

PREFERRED QUALIFICATIONS:

- Excellent analytical, written, and verbal communication and presentation skills
- A valid California driver's license with a safe driving record
- Strong autonomy and relationship management skills
- Proficiency in Microsoft Office applications
- Intermediate/advanced MS Project experience
- Familiarity with Caltrans project delivery process
- Familiarity with CEQA and environmental clearance process for transit and/or transportation projects
- Familiarity with Title VI requirements

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For further benefit details please go to: <https://www.samtrans.com/jobs>

- Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year
- Paid Time Off: Up to 26 days per year
- Cafeteria Plans: Medical, dental, vision care, group life insurance, and more
- Transportation: Free bus transportation for employees and to qualified dependents
- Work Location: Select positions are eligible to work remote up to 50% of the time
- Retirement: 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 <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, October 1, 2023**. 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 or email written request to recruitment@samtrans.com.
- 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.