

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

January 26, 2024

TITLE: Senior Planner (Strategic Planning)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Planning
APPLICATION DEADLINE: Sunday February, 18 2024
PAY RANGE: \$1,730- \$2,595 weekly (\$89,949 - \$134,924 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Senior Planner will report to the Manager, Strategic Planning. The Strategic Planning team provides long-range and strategic planning/policy support for the San Mateo County Transit District (SamTrans) bus network. The Senior Planner will play an important role in the development of multi-modal transportation planning initiatives and transit plans, programs, and projects.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assist with the development and management of long-range transit programs and projects.
- Coordinate with external stakeholders on transportation planning issues and represent SamTrans at public meetings and other forums.
- Manage consultant contracts and ensure quality assurance/quality control on relevant activities.

EXAMPLES OF DUTIES:

- Coordinate and participate in gathering data for major transit and transportation corridor studies.
- Apply analytical methods for transportation planning research and in support of projects.
- In coordination with Strategic Planning Manager, develop project scopes, schedule and budget of transportation and transit plans, programs and projects.
- Manage the selection and performance of consultant contract services for technical support; approve and monitor project schedule.
- Participate in the preparation and administration of program and project budgets; submit budget recommendations; monitor expenditures.
- Prepare reports, presentations and other communication for senior/executive staff, board members, and outside agencies and committees; respond to questions from concerned parties through written and oral requests for information.
- Lead and advise on technical analysis tasks on projects, and train junior staff on the application of analytical methods. Develop public outreach plans and conduct field outreach.
- Lead the development, execution, and/or delivery of other planning initiatives of strategic interest to the Agency.
- Represent SamTrans on external working groups; participate in regional transit coordination initiatives and facilitate internal collaboration on regional issues.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Work under the general supervision of the Manager, 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 planning, transportation engineering, economics, geography, public policy, or related field
- Three (3) years of full-time progressively responsible experience in planning or public transportation.

PREFERRED QUALIFICATIONS:

- Experience working at/with a public transit operator on long-range planning projects.
- Effective oral and written communication skills.
- Experience analyzing data and preparing maps using ArcGIS.
- Proficiency in Microsoft Office Suite.
- Fluent in Spanish, Chinese (Mandarin or Cantonese), or other language often spoken in San Mateo County.

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.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <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 qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• 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, February 18, 2024**. 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 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.