

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

January 26, 2024

TITLE: Principal Planner (Strategic Planning)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Planning
APPLICATION DEADLINE: Sunday, February 18, 2024
PAY RANGE: \$2115.38 - \$3175.65 weekly (\$110,089 - \$165,134 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Principal Planner (Strategic Planning) reports to the Manager, Strategic Planning and is responsible for the development of strategic transit planning initiatives for multi-modal transportation and transit plans, programs, and projects. The person in this position will make key contributions to important projects such as: improving access to restrooms for bus operators; regional transit coordination initiatives; transit priority and multi-modal corridor studies; busway feasibility study; and fare policies and programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Lead strategic and long-range transit and transportation plans, projects, and studies.
- Manage consultant contracts; approve and monitor project schedule and budget; direct and review consultant work.
- Develop and maintain working relationships with internal and external stakeholders to advance planning projects and initiatives.
- Present SamTrans projects and initiatives to internal and external audiences, including project goals, objectives, and recommendations.
- May supervise staff as needed. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection, coordinate staff training and professional development.
- Establish performance objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Perform technical analysis and/or supervise the work of others; integrate principles of transportation and land use planning, transit propensity and equity into planning projects and studies.
- Develop sound project goals, objectives, and methodologies for developing and prioritizing project outcomes and recommendations.
- Prepare reports and presentations to senior staff, board members, and outside agencies and committees.
- Develop and/or supervise development of public outreach plans and conduct field outreach.
- Represent SamTrans on external working groups; participate in regional transit coordination initiatives and facilitate internal collaboration on regional issues.
- Monitor work activities to ensure compliance with established policies and procedures; consult with senior management regarding policies and procedures.
- 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: Works under the general supervision of the Manager, Strategic Planning, who establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. 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, geography, economics, public policy or related field.
- Four (4) years of full time progressively responsible transportation planning experience.

PREFERRED QUALIFICATIONS:

- Experience working at/with a public transit operator on long-range planning projects.
- Familiarity navigating project delivery, engineering, and/or design processes at Caltrans.
- Strong presentation skills with Boards and committees.
- Experience with GIS and proficiency with 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 (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.