

JOB OPENING

OPENS: 1/19/2022

CLOSES: 2/9/2022

TITLE: **MANAGER OF PLANNING**
DEPARTMENT: Administration – Planning
REPORTS TO: Director of Planning, Marketing, & Innovation
SALARY RANGE: \$80,503 – \$157,549 Annually

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Manager of Planning is responsible for the oversight and development of County Connection’s long range, short range, and capital planning. This position provides technical, analytical and management support to the Scheduling section of the department, enabling the Agency to provide quality transit service which responds to community and passenger needs. Duties include, but are not limited to:

- Developing action plans including service improvements and expansions to better meet the needs of riders and the community as funding resources become available.
- Utilizing Geographic Information Systems (GIS) and other software to convey planning concepts.
- Leading staff in the development of the Short-Range Transit Plan (SRTP) and other planning studies/projects as needed.
- Overseeing of the progress of capital and special projects.
- Preparing, maintaining, and overseeing the implementation of County Connection’s Title VI Program.
- Assisting in the completion of operating and capital grant applications, including for the Federal Transit Administration (FTA), Transportation Development Act (TDA), State Transit Assistance (STA), and other available funds.
- Preparing narratives for the Federal Transit Administration (FTA) quarterly reports.
- Administering reporting functions, which include internal operating and performance reports, the National Transit Database (NTD), Metropolitan Transportation Commission (MTC) Reporting Systems, California Department of Transportation (Caltrans), and others as required.
- Providing liaison to various City/County staff and organizations, various Regional Transit Agency (RTA) committees, member jurisdictions citizens committees, and others as needed.
- Presenting planning recommendations to stakeholder’s groups and committees, including the County Connection Board of Directors.

QUALIFICATIONS

Bachelor's degree from a four-year college or university, with a degree in urban planning, transportation engineering or planning, public administration, or political science, plus one to two years minimum related experience in planning in a transportation environment. A Master's degree and additional real-world transit planning experience a plus.

TO APPLY:

To apply, please download and complete the County Connection employment application [here](#). Submit a cover letter, resume, and completed employment application to smuhlestein@cccta.org. **Please note that County Connection offices are currently closed to the public until further notice.**

Internal candidates must have a minimum of six (6) months in their current position to transfer to another department. The six months of service must be completed by the closing date of this job posting. Please email smuhlestein@cccta.org to request or submit an internal application.