



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

## **Director, Planning**

---

<b>SALARY:</b>	\$121,308.00 - \$169,788.00 Annually
<b>DEPARTMENT:</b>	Planning
<b>OPENING DATE:</b>	04/26/22
<b>CLOSING DATE:</b>	Continuous
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.**

The purpose of this position is to direct planning activities to improve bus and light rail service, overall ridership and revenue for the District. Planning activities include the development of expansion plans, service integration and optimization plans, strategic and policy plans, and short and long term capital and operations plans. This is accomplished by coordinating service planning and public activities, managing contract performance, and directing and supervising staff. Other duties may include supporting major capital projects and grant applications, participating in special planning work groups and committees, creating development guides, representing the District in regional, state, or national forums, providing support to the executive leadership team, advising in plan, program, and service delivery, ensuring technical competence of policy, planning, ridership forecasting and modeling, staying abreast of regional demographics, and state/local activities as they relate to RT planning activities.

### **EXAMPLES OF DUTIES:**

- Supports capital projects by serving as the liaison with outside agencies; directing and supervising staff in special studies, analyses, and project reviews; reviewing and directing staff responses to public inquiries; providing status reports to management on current projects; and participating in joint planning meetings with stakeholders and other departments.
- Provides direction and supervision of service planning by reviewing staff reports, initiating special studies and directing the analysis of transit use by bus and light rail; facilitating strategy meetings regarding route structure, ridership and performance indicators; making recommendations and suggesting modifications to management; reviewing impending grant requests for funding; researching and proposing project development grants for new capital projects; and supervising staff and contractors conducting planning studies and developing projects.
- Manages short-range planning by reviewing analysis of transit use by bus and light rail, providing recommendations regarding service performance and planning; reviewing the

relevancy of grant requests for funding, researching and proposing project development grants for new capital projects, and supervising staff and contractors conducting planning studies and developing projects.

- Provides direction and supervision of strategic and long range planning by reviewing, modifying and approving staff reports and reviews regarding land use, transportation plans, routine development plans, regional general plans, special area plans; reviewing, modifying, and approving development, regional general and special area plans; facilitating strategy sessions regarding planning policy; reviewing the analysis of grant programs and grant requests, coordinating special studies, and writing, reviewing, and approving issue papers.
- Oversees public support activities by developing strategy related to community engagement, coordinating staff participation and attendance; participating on special study panels and working groups; providing testimonies on transportation projects at meetings, and serving as the department representative for outside agencies.
- Coordinates service planning by supervising line personnel in data collection, statistical analysis, and special surveys; reviewing the development and submission of information to the National Transit Database; analyzing the effect proposed route and service changes will have on ridership; finding the correlation between service planning activities and short and long-range projects, and reviewing staff reports and recommendations on route performance and changes, seasonal variations, and effects of special events.

## **MINIMUM QUALIFICATIONS:**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Formal Education:** Bachelor's degree or equivalent in Transportation Planning or a related field.

**Experience:** A minimum of seven (7) years of experience in transit planning, including three (3) years of supervisory experience.

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is

available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under Management and Confidential Employee Group (MCEG).**

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2022-00644IE  
DIRECTOR, PLANNING  
YH

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

---

### **Director, Planning Supplemental Questionnaire**

- \* 1. Describe, in detail, your relevant education, and experience directing public transit planning activities. In your response, include the employer(s) and number of years/months you performed the duties.
  
- \* 2. Describe, in detail, your experience developing and overseeing both long-range and short-range public transit plans, and/or short- and long-term capital and operations plans, including, if applicable, zero-emission vehicle fleet management/transition plans. In your response, include the employer(s) and number of years/months you performed the duties.
  
- \* 3. Describe your experience in representing an agency or organization and making presentations to large and small groups and key decision makers. In your response, include the employer(s) and number of years/months you performed the duties.
  
- \* Required Question