



Marin County Transit District

Is recruiting for ...

MOBILITY/TRANSIT PLANNER (ANALYST OR SENIOR LEVEL)

Planning Analyst: \$60,000 - \$94,920* annual salary depending on qualifications

Senior Planner: \$80,004 - \$117,264* annual salary depending on qualifications

(*FY 2017-18 salary ranges. FY 2018-19 ranges are currently under review.)

Outstanding benefits package including flexible work schedule, telecommute opportunity, health, dental, vision, 401(a) contribution

About the District...

Marin County Transit District (Marin Transit) is responsible for funding, planning, and management of all public transit services operating within Marin County, including fixed route, community shuttle, supplemental school, and mobility management programs including paratransit services. Marin Transit works closely within the community to develop and deliver the most strategic, effective, and efficient local transit system in northern California. For additional information about Marin Transit, please visit our website at www.marintransit.org.

About Marin County...

Located just across the Golden Gate Bridge, and minutes from downtown San Francisco, Marin County is a dynamic, economically and culturally diverse community of 250,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles, and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

The position of Mobility Analyst /Senior Mobility Planner...

This position offers the successful candidate an exciting opportunity to join a growing Agency in the development and provision of cutting edge transit services to Marin County. Marin Transit's Mobility Team is responsible for coordinating, managing and enhancing all of Marin Transit's transportation services for older adults and persons with disabilities. Currently these programs include Marin Access Paratransit, Catch-A-Ride, a subsidized taxi program for seniors, on-

demand microtransit Connect program, volunteer driver programs, and the Travel Navigator program which provides individualized assistance to potential customers. The Mobility Analyst /Senior Mobility Planner will serve as the single point of contact for Marin Transit on issues pertaining to transportation and mobility options for these under-represented populations in Marin County. Specific tasks within this position include: managing existing contracts; tracking the success of current programs and evaluating new opportunities; identifying funding opportunities to support the program and writing the associated grant applications; ensuring agency compliance with federal, state, and local rules, regulations, as they pertain to accessibility and health and human services; and other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Planning Manager; however, position should be capable of guiding their own day to day work duties and objectives. Position would work closely with other Planning and Operations staff, the Director of Finance and Capital Projects, and the Project Managers from each of the contractor teams.

Typical duties may include:

- Develop and manage a comprehensive mobility program to serve Marin's older adults, disabled, and minority and low-income populations.
- Planning and development of Marin Transit's Marin Access Mobility Program including: Marin Access Paratransit; Catch-A-Ride discount taxi program; volunteer driver programs; Mobility Management Center (Travel Navigator Program); Marin Transit Connect microtransit pilot program, and other programs and services as directed. This includes development of budgets, creation and management of service agreements specifying service requirements, marketing of the programs, and monitoring and evaluating service performance.
- Manage the Marin Transit Travel Training Program for seniors and further develop and expand this program to also serve disabled individuals or other special needs populations.
- Develop and administer a volunteer Transit Ambassador program to provide individual training that is designed to meet specific travel needs.
- Serve as the primary contact on accessibility issues for disabled users of the local fixed route and paratransit services provided by Marin Transit and respond to comments and concerns to ensure that customer issues are addressed and resolved. This includes working in partnership with Marin Transit's fixed route and paratransit service contractors.
- Chair and coordinate the Marin Mobility Consortium and its subcommittees. Provide staff support to the Marin Paratransit Coordinating Council and represent Marin Transit on local and regional task forces, commissions, and committees, such as the Bay Area Partnership Accessibility Committee.

- Identify and respond to funding opportunities, collaborate with local, regional and state transportation agencies and relevant committees for transportation issues affecting older adults, disabled, and minority and low income populations.
- Build and maintain collaborative relationships with regional partners; including other public transit agencies, advocacy groups, social service agencies, medical social workers, and private not-for-profit paratransit service providers; to identify accessibility needs and develop potential solutions.
- Assist in preparing technical analyses, including memos to the General Manager, Director of Operations and Planning, and Board of Directors, and perform related duties as assigned.
- Give presentations before boards, commissions, community groups, and stakeholder agencies involved with transportation or transit planning and operations.
- Develop policy and work with contract operators to ensure compliance with a variety of legal requirements and established service delivery standards.
- Coordinate marketing and outreach efforts as related to Paratransit and Mobility Management programs, and other District programs and services as directed.
- Create a variety of graphic art and visual materials for promotions, advertisements, videos, social media, web-based communication and events, to promote District programs and other design needs as required.
- Assist in coordinating the printing and production of artworks and graphics.

EXPERIENCE AND EDUCATION

Candidate must have a strong interest in public transportation, accessibility, health and human services, have strong graphic design skills, and be comfortable with data management and analysis. The ability to speak and write in Spanish is highly desirable.

Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Planning Analyst: Two (2) years of professional experience in transit planning, program administration, health and human services or a related area, including professional level experience in transportation service programs that addressed accessibility issues. Familiarity with Americans with Disability Act (ADA), special needs and access to public transit or transportation system activities and functions is highly desirable.

Senior Planner: Five (5) years of increasingly responsible professional experience in program administration, health and human services or a related area, including professional level experience overseeing transportation service programs that addressed accessibility issues. Familiarity with Americans with Disability Act (ADA), special needs and access to public transit or

transportation system activities and functions is highly desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, social work, business/public administration, urban or regional planning, transportation planning, or a closely related field. Possession of an appropriate advanced degree is desirable, as is experience in a governmental agency setting. Additional experience as outlined above may be substituted for education.

Knowledge of:

- Applicable federal, state, and local laws, codes, rules, regulations, specifically pertaining to accessibility and the Americans with Disability Act of 1990 (ADA);
- Senior and disabled mobility programs and issues;
- Workforce transportation programs and services benefiting public assistance recipients, minorities, unemployed and under-employed individuals, as well as communities of concern;
- Service needs and transportation requirements of individuals with disabilities;
- Current trends in health policy, planning, education;
- Budget preparation and administration;
- Public funding sources;
- Contract and grant administration with specific knowledge of the grant application process;
- Demographic and socioeconomic analysis;
- Computer technologies and applications, including Adobe Creative Suite, to design artwork, create maps and communications materials (required);
- Computer applications related to paratransit scheduling and dispatching (desired).

Skill in:

- Analyzing and evaluating programs and preparing comprehensive, clear and concise written reports with recommendations;
- Understanding and interpreting applicable principles, laws, rules, regulations and procedures pertaining to seniors, persons with disabilities, and other special needs populations;
- Identifying funding sources and grant writing;
- Making effective presentations to a variety of audiences;
- Exercising sound independent judgment;
- Establishing and maintaining effective working relationships with representatives of public and private entities and members of the public using principles of good customer service;
- Proficient in Microsoft Office and Adobe Creative Suite (required);
- Development, design and production of marketing artwork and communications materials.

PHYSICAL WORKING CONDITIONS

Position would spend time in an office setting and in the field. Office work may require prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. Field work would require the ability to work outside in various weather conditions and actively travel around the County in either a District provided car or using the transit system. The position may also require the ability to lift, drag and push files, paper and documents weighing up to 35 pounds. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Special Requirements: (1) Must be willing and able to travel to and attend meetings within or outside the boundaries of the County of Marin; (2) Must be willing and able to work outside regular business hours, attending civic, community and client meetings, etc. as needed

The first review of applications will be September 14, 2018. This position is open until filled and may close without notice.

For an application, please visit <https://marintransit.org/jobs> and click “Employment Application”. Submit the completed application, a resume, cover letter and supplemental questionnaire in pdf format to hr@marintransit.org or mail to Marin Transit, Attention HR, 711 Grand Ave, Suite 110, San Rafael, CA, 94901.

Applications/resumes received will be screened according to the qualifications outlined in this posting. The most qualified candidates will be invited to interview and complete skills test. Finalists will be asked to provide references and undergo a background check to verify information supplied in the application materials.

If you have questions about this job, the hiring process, or Marin Transit’s benefit package, please email Holly Lundgren at hlundgren@marintransit.org and reference Mobility Analyst/Senior Planner job opportunity.

SUPPLEMENTAL QUESTIONNAIRE ON NEXT PAGE

SUPPLEMENTAL QUESTIONNAIRE

Responses to these Supplemental Questions must be submitted with your application materials. We will not consider resumes submitted without responses to the supplemental questions. These questions are designed to help you present your qualifications for this position. Your responses, along with your application and resume will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise, and specific. Clarity and completeness of your answers will be considered in the evaluation process.

1. Describe your experience in planning and implementing new programs and projects and provide at least one example of a program or project related to senior or disabled mobility on which you were the project lead.
2. Describe your experience identifying and applying for project funding to support transportation initiatives.
3. Describe your experience with paratransit programs, taxi-based programs or volunteer driver programs (e.g. direct involvement, contract oversight).
4. Describe your experience in organizing, leading or staffing stakeholder advisory groups.
5. Describe your experience with marketing, outreach and graphic design.