



# Marin County Transit District

---

Is recruiting for ...

## **TRANSIT PLANNER (ANALYST LEVEL)**

**Planning Analyst: \$75,384 - \$101,784** annual salary depending on qualifications and an outstanding benefits package

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](http://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.

### **OVERVIEW OF THE POSITION**

This exciting opportunity offers the successful candidate the opportunity to join a growing Agency in the development and provision of cutting edge transit services to Marin County. Under general direction from the Planning Manager, the incumbent will perform professional level transportation and transit planning and analysis, coordinate and manage transit operations, and manage grants and program implementation. The position requires extensive work with local government agencies and the public.

The ideal candidate for this position will be team-oriented and self-motivated, and have demonstrated ability to communicate effectively with a wide range of individuals and groups, including transit agencies, regional planning organizations, and city planning departments. Technical expertise in data collection/analysis and familiarity with transit operations, and land use planning are essential. Qualifications in graphics, geographic information systems, data

organization/management, and scheduling are highly desired as well as the ability to speak Spanish.

### **SUPERVISION RECEIVED AND EXERCISED**

**Planning Analyst:** Direct supervision is provided by the Planning Manager. Position would work closely with other Planning and Operations staff, the Director of Planning and Operations, and the Director of Finance and Capital Projects.

### **DUTIES**

Typical duties for both positions, with varying levels of responsibility, may include:

- Perform research and analysis to develop new and improved countywide transit systems and other transportation systems, including routing and scheduling, costs, financial needs, funding sources, and related issues.
- Review and analyze performance data on transit operations, and identify trends and areas for improvements that will lead to cost effective and responsive provision of services.
- Assist in the organization, design, and integration of transportation plans with outside agencies and communities.
- Develop and manage scheduling data and support third party data needs including google transit.
- Apply for and manage grants and meet reporting requirements.
- Conduct research studies including the use of sampling techniques, develop detailed scopes of work, and design and plan appropriate technical approaches.
- Identify appropriate tools and strategies to improve passenger information, attract ridership, and establish data collection protocols.
- Prepare maps, diagrams, graphs, and other material related to transit plans and marketing.

Specific duties by category, may include:

### **Planning Support**

- Short-range and long-range transit planning
  - Updated District's 10-year Short Range Transit Plan
  - Supporting partner agencies including MTC, TAM, and Golden Gate Transit on longer-range transit planning studies and plans
- Support schedule changes and updates
  - Service performance analysis
  - Supporting Operations and partner agencies
- Performance monitoring and reporting
  - Internal Board reporting
  - NTD reporting
- Develop and analyze passenger and community surveys

### **Data Analysis and Management**

- Perform technical and analytical work including evaluating system performance
- Maintain route profile and performance data using complex spreadsheets
- Assist with activities related to transit service planning and scheduling including develop plans for fixed-route transit service
- Manage route schedules
- Develop and maintain data for third party developers
- Support data needs including AVL, Clipper, and GFI farebox

### **Passenger Information**

- Maintain artwork and schedules for rider guide and other brochures
- Maintain and update bus stop rider panels and bus stop kiosks signage
- Update schedules and rider alerts website
- General updates and maintenance support

### **Committee Meeting Support**

- Support rider and stakeholder committee meetings
- Participate in regional stakeholder meetings

### **Outreach and Marketing Support**

- Support ongoing agency's outreach and marketing efforts incl. managing social media, listserv and e-blasts, campaign support, etc.
- Design and coordinate printing of marketing materials and ads
- Support riders and travel training efforts
- Misc. District graphic design needs

### **REQUIREMENTS**

Candidate must have a strong interest in public transportation, have strong data analysis and management skills, and be comfortable working in a highly collaborative environment. The ability to speak and write in Spanish is highly desirable.

### **EDUCATION AND EXPERIENCE**

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.

#### **Knowledge of:**

- Transit planning including scheduling and service design
- Demographic and socioeconomic analysis

### Skills in:

- Analyzing and evaluating data and preparing comprehensive, clear, and concise written reports with recommendations;
- 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;
- Working in a highly collaborative environment.

**EDUCATION:**

Equivalent to a Bachelor's degree from an accredited college or university is required. Portions of the required experience may be substituted for education in the following ways;

- Bachelor's degree or similar: 1 year
- Graduate or postgraduate degree or similar: 1 year

## 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 and on occasional weekends, attending civic, community, and client meetings, etc. as needed; (3) Must have a valid California Driver's License

**This position is open until filled and may close without notice.**

For an application, please visit <http://www.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](mailto: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.

CONTINUED>>>>>>>>>>>>>>>>>>>

If you have questions about this job, the hiring process, or Marin Transit's benefit package, please email Holly Lundgren at [hlundgren@marintransit.org](mailto:hlundgren@marintransit.org) and reference Transit 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 as it relates to planning and scheduling of fixed route and paratransit services.
2. Describe your experience working with and managing complex data sets.
3. Describe your experience with marketing, outreach, graphic design and website development.
4. Describe why you are interested in this position and working with Marin Transit.