



Marin County Transit District

Is recruiting for ...

TRANSIT PLANNING MANAGER

\$118,303 - \$159,711 annual salary depending on qualifications

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, the Muir Woods Shuttle, 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 the San Francisco Bay Area. 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 260,000 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 Director of Planning and Operations, the incumbent will oversee the District's transit planning and analysis work, marketing and outreach efforts, and represent the District on various committees and work groups. The position requires leading outreach, communication, and partnerships efforts 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.

Management experience and extensive technical expertise in data collection/analysis and familiarity with transit operations and land use planning are essential.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Director of Operations and Planning. Position would work closely with and receive additional guidance from the General Manager and the Director of Finance and Capital Projects. This position supervises the Planning Analyst and Senior Planner positions.

DUTIES

Typical duties for this position may include:

- Manage and oversee research and analysis efforts 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 report on performance data on transit operations and identify trends and areas for improvements that will lead to cost effective and responsive provision of services.
- Represent the District on short-range and long-range transit and transportation plans with outside agencies and communities.
- Oversee grant pursuits and reporting requirements.
- Identify future research efforts to position the District to best respond to changes in market conditions and transportation needs
- Oversee District Marketing and Outreach efforts to improve services, enhance passenger information, and grow ridership.

Specific duties by category, may include:

Planning Management

- Short-range and long-range transit planning
 - Managing and updated District's 10-year Short Range Transit Plan
 - Coordinating with partner agencies including MTC, TAM, SMART, and Golden Gate Transit on longer-range transit planning studies and plans
- Managing schedule changes and updates
 - Overseeing service performance analysis
 - Coordinating with Operations and partner agencies
- Managing performance monitoring and reporting
 - Internal Board reporting
 - NTD reporting

Reporting

- Oversee performance monitoring plan and reporting needs for the District including those required by:
 - MCTD Board - Internal performance monitoring/reporting (Monthly/Quarterly/Annual Reports)

- National Transit Database
- Federal Transit Administration
- Metropolitan Transportation Commission
- Transportation Authority of Marin
- National Park Service
- **Oversee contractor performance reporting**

Marketing and Outreach

- **Oversee all rider/passenger information including web and print media**
- **Lead and coordinate all community outreach activities to support Planning efforts**
- **Conducting presentation in front of small and large groups on behalf of the District**

REQUIREMENTS

Candidate must have a strong interest in public transportation, have strong data management and analysis skills, and be comfortable with graphic design. 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:

Eight (8) years of increasing responsible professional experience in transit and/or transportation planning, including at least two years in a supervisory role.

Knowledge of:

- Transit and/or transportation planning including scheduling and service design
- FTA policies and regulations
- Current trends in public transit and transportation
- Experience with demographic and socioeconomic analysis
- Public funding sources related to transit and transportation
- Contract and grant management

Skills in:

- Analyzing and evaluating programs and preparing comprehensive, clear, and concise written reports with recommendations;
- Making effective presentations to a variety of audiences;
- Understanding and interpreting applicable principles, laws, rules, regulations and procedures pertaining to the public transit industry;
- Establishing and maintaining effective working relationships with representatives of public and private entities and members of the public using principles of good customer

- service;
- Exercising sound independent judgement;
- Working in a highly collaborative environment.

Education:

Equivalent to a Bachelor’s degree from an accredited college or university is highly desired but not 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.html> and click “Employment Application”. Submit the completed application, a resume, cover letter and supplemental questionnaire (on following page) 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 Planning Manager job opportunity.

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 of fixed route and paratransit services.
2. Describe your experience with management as it related to complex projects.
3. Describe your experience with staff management.
4. Describe your experience with transportation technology applications that are used to support the planning and/or operational side of transit or transportation.
5. Describe why you are interested in this position and working with Marin Transit.