



Job Title: Planning and Development Manager
Department: Executive
Reports To: Executive Director/CEO
FLSA Status: Exempt
Prepared Date: 12/1/2018
Pay Grade: 12
Salary Range: \$55,000 - \$87,5144

DEFINITION:

Under direction from the Executive Director/CEO, the Planning and Development Manager is responsible for facilitate planning, implementation and analysis of transit service delivery for The COMET, which may include, but not limited to, fixed route, demand response, and innovative mobility services, develop operational service planning studies, analyze performance data and key performance indicators and coordinate programs related to bus stops and transit center shelters. This position will also ensure compliance with applicable Federal and State rules and regulations regarding public transportation and the Americans with Disabilities Act (ADA) Standards for Transportation Facilities. Excellent writing skills are essential to successful performance in this position. Work requires independent and professional judgment.

DISTINGUISHING CHARACTERISTICS:

Under direction from the Executive Director/CEO, the incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective service operations consistent with the needs of The COMET. The incumbent also manages the passenger amenities program and develops/evaluates transit system performance data.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Performs short range and long-range transit planning and scheduling activities.
- Develops the Transit Service Plan by identifying transit service needs, prioritize improvements and determine resources required for implementing modified or new service.
- Oversees the Short-Range Transit Plan development and implementation, every five to ten years.
- Coordinates with the Central Midlands Council of Governments regarding inclusion of projects in the Metropolitan Transportation Plan, Unified Planning Work Program and other long range or regional transportation planning documents.
- Manage program areas such as system performance measurement, route evaluation,

and bus stop inventory database.

- Evaluate transportation projects including trip generation and assignment, transit ridership, mobility, and air quality.
- Manage and implement fare structure policy and processes by conducting fare evaluations of transit ridership, pricing and fares and identify major effects of a service or fare change.
- Oversee systematic sampling plans to support manual and automated passenger and performance data collection programs.
- Work with other departments in compiling required documents for the Federal Transit Administration's (FTA) Triennial Review; ensure compliance with FTA's regulations.
- Coordinate with other departments and organizations to implement service delivery plans and other programs.
- Coordinate Global Positioning System (GPS) data collection in support of various transit planning activities.
- Utilize Geographic Information Systems (GIS) mapping programs to create maps and reports; provide data analysis; update and maintain GIS information.
- Represent The COMET on cooperative special projects with external agencies.
- Prepare reports, policies, procedures, correspondence, and other documents.
- Prepare materials for and conducts public presentations.
- Update and maintain operational service guidelines, performance standards, and related policies.
- Analyze operational, statistical, and budgeting data in the planning of current and future transit service delivery.
- Work with and maintain confidential information.
- Works with staff to review statistical information regarding ridership, traffic congestion, and other available data used in the formation of productivity/efficiency measurements of bus routes.
- Provides direction to the transit operations contractor on the development and implementation of the transit service bids. Participates in meetings with the union(s) regarding service compliance with the Collective Bargaining Agreement/Memorandum of Understanding and the service change and bidding process.
- Responsible for scheduling any mandated outreach programs associated with grants, and route planning including, but not limited to, Title VI analysis and major services changes requiring a public hearing.
- Reviews and evaluates work products and develops/updates procedures and/or policies for the department and The COMET in areas assigned.
- Prepares written reports and presentations for staff and the Board of Directors; represents The COMET at various meetings; and communicates with government officials and personnel from other transit agencies.
- Develops Key Performance Indicators (KPIs), scorecards, dashboards, and other analysis tools that will assist the Executive Director/CEO in his/her goals of measuring productivity, efficiencies and to set stretch goals.
- Develops private-public partnerships, including transit-oriented development.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Policies, procedures, and regulatory requirements governing funding programs from Federal, State, and local sources.
- Budget management methods for operating, short and long-term operational and capital funding.
- Current software programs for work processing, scheduling, spreadsheets, and presentations at the intermediate level as well as to the Board of Directors.
- Principles of transit operations, scheduling and route development.
- The development of key performance indicators, scorecards and dashboards.
- Project management, project controls and project management software.
- Construction management principles.
- NEPA, Title VI, ADA and Environmental Justice guidance and principles.
- Governmental administration, operations, processes, rules, and regulations.
- Federal, state and local regulations requirements of regulatory agencies, specifically those related to public transit organizations.
- Decision making, problem-solving, and analytical skills.
- Organizational, multi-tasking and prioritizing skills.
- Strong, clear communicator with a dedication to transparency, integrity, and ethical behavior.
- Microsoft Office applications, specifically Excel and Word.
- Runcutting and scheduling.

Ability to:

- Communicate clearly and effectively, both orally and in writing; persuade, justify, and project consequences of decisions and/or recommendations.
- Take initiative, reason logically, and be creative in developing and introducing new ideas.
- Prepare and present clear, concise and comprehensive oral and written reports.
- Build effective interpersonal working relationships with staff, peers, Board, public, and financial counterparts.
- Make sound decisions consistent with The COMET's goals and strategic business plan.
- Promote and implement the vision, mission and core values of The COMET.
- Work in an environment requiring strong discipline and attention to detail.
- Develop policies and procedures to improve the operations and functions of The COMET.
- Communicate and work effectively with and provide support to staff, managers, elected and appointed government officials, business and community organizations, and various interest groups in the pursuit of The COMET's goals and mission.
- Effectively represent The COMET before the Board of Directors, City & County Councils, and other Federal, State, local, and regional agencies, Boards and Commissions, and in public meetings and hearings.
- Have a sense of urgency, prioritize well, show energy, respond to opportunities, instill urgency in others, and meets deadlines.
- Develop conclusions and implement policy to further the agency's mission statement by evaluating data and interacting with staff.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Bachelor's Degree in Urban Planning, Transportation Planning/Engineering, or related field. Master's Degree preferred.

AND

Three (3) years professional experience in transportation planning, urban planning, or transportation engineering experience, preferably in a public transit.

Desired certifications include: American Institute of Certified Planners (AICP), Certified Transportation Planner (CTP) and Principal Transportation Planner (PTP) is preferred.

NOTE: Familiarity with transit or transportation system activities and functions is highly desirable. Experience in a public organization is preferred.

An equivalent combination of education, experience, and training that demonstrates the required knowledge, skills, and abilities necessary to effectively perform the duties and functions of this position may be considered.

LICENSES AND CERTIFICATES:

A valid Class D driver license and safe driving record is required at the time of application and at the time of appointment and must be maintained throughout employment.

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the Executive Director/CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus. Some field work required and may result in wearing safety vests, being out in construction areas or areas of

active traffic performing inspections and/or measurements.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Language Skills

Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to customers, clients and other employees of the organization. English required, bilingual a plus.

Reasoning Ability

Able to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several variables in standardized situations. Strong analytical skills are a must.

Computer Skills

Experience with word processing, spreadsheets, Internet software, email and/or database software preferred. Microsoft Office, Trapeze and ArcGIS skills are required.

Work Environment

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule, including evenings and weekends. Primary working hours are Monday through Friday from 8:00 a.m. to 4:30 p.m., based off a 37.5 hour work week, excluding 13 holidays and one (1) floating holiday. Travel is moderate to meetings, seminars, conferences within and out of state, as well as functions to represent The COMET. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Safety Statement

This is not a safety sensitive position and is not subject to Drug and Alcohol Testing as required by the Federal Transit Administration.

OTHER CONDITIONS OF EMPLOYMENT:

Must pass requisite background check.

*Adopted: December 2018

*Job Family: Technical-Planning