

IMPERIAL COUNTY TRANSPORTATION COMMISSION

CLASS: TRANSPORTATION PLANNER
Title: ASSISTANT PROJECT MANAGER

BASIC FUNCTION:

Under general direction of the Executive Director or ICTC Program Manager, assist with the coordination, planning and organizing of transit services; oversight of service programs and projects including system performance measures; collects and uses data to certify compliance and eligibility; develops and monitors grants and contracted programs; maintains reports in compliance with state and federal mandates.

DISTINGUISHING CHARACTERISTICS:

This position is the entry-level in transportation/transit planner class series and includes the monitoring and coordination of transit services and programs. The Senior Transportation Planner is the senior-level lead classification in the class series.

ESSENTIAL FUNCTIONS:

Assist with the development of the Imperial County Transportation Commission (ICTC) Transit Strategic Plan and Service Guidelines and its required reports and updates.

Assists with the coordination, planning and organization of transit programs and services; assist with the development of transit policy; assist with the collection and analysis of data in support of various ICTC transit programs and services.

Assist with the development of long and short-range plans to expand, enhance and maintain transit services and infrastructure in Imperial County, development plans with state and federal jurisdictions, public agencies, elected officials, community groups, and general public.

Assist with the service and project planning for Transportation as needed.

Assist with the monitor of programs to maintain transit service levels; develop reports in support of performance levels; recommend appropriate measures of transit service performance; assess and conduct on-site review and observations to assure service compliance; complete documentation and submit to senior staff for review.

Assist with the maintenance and oversight of the development and maintenance of the various bus stop benches located on bus routes; audit bus route schedules for efficiency as needed; prepare and submit monthly NTD compliance reports.

Conduct research and analysis for various projects and funding sources in support of transit programs and services, assist with the coordination, development and presentation of results and recommendations to senior staff and Commission as needed.

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Assist with the research, development and submittal of grant proposals and funding requests to maintain operations, complete planning and capital improvements projects.

Conduct the ADA certification and eligibility process in transit services; monitor and determine eligibility; process and maintain database and confidential files to assure compliance.

Assist with the coordination, negotiation, and oversight of contractor, vendor service, supply and other related contracts as required; recommend expenditures within designated authority level; assist with the monitoring of contract budgets and maintenance of expenditures within approved levels.

Assist with the review and oversight of contractor and consultant projects and services to maintain compliance with local, State and federal requirements.

Participate and represent ICTC in a variety of work groups, coordinate various committees and task forces such as the Technical Advisory Committee (TAC) and Social Services Transportation Advisory Council (SSTAC).

Prepare and deliver presentations to elected officials, regional transportation authorities, transportation boards and related groups.

Participate in Office of Emergency Services quarterly meetings and training exercises as needed; represent ICTC in countywide evacuation and transportation needs with primary focus on logistics.

Maintain and prepare a variety of annual compliance reports; attend training and meetings as needed.

Performs related duties as required.

SALARY RANGE:

\$43,646.11 – \$58,489.96 Annual – Transportation Planner

*\$61,797.18 – \$82,814.13 Annual – Associate Transportation Planner

*\$74,617.99 – \$99,995.24 Annual – Senior Transportation Planner

* = Associate and Senior level positions are not described in this document.

Knowledge, Skills, Abilities, Experience, and Qualifications,

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Transit service planning principles, practices, and methodologies.

Transportation service demand forecasting principles, methodologies, and practices.

Skill in organizing, interpreting, and analyzing data and other technical information.

Analyze situations and develop an appropriate approach to issues.

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Research methods and report writing techniques.
Prepare and present information in a public setting.
Communication and interpersonal skills.

ABILITY TO:

Work independently with minimal supervision or direction.
Meet multiple deadlines and schedules.
Prepare and present narrative reports using qualitative and quantitative data.
Communicate effectively both in English and Spanish, using clear and persuasive oral and written communication skills.
Formulate, implement, interpret, and explain laws, regulations, policies and procedures.
Collect and analyze information and data.
Establish effective working relationships with local, state, and federal agencies.
Work effectively with public officials and general public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the following:

- A Master's Degree in planning, public or business administration or related field; Or
- A Bachelor's Degree in planning, public or business administration, or related field and one year of transportation experience related to transit/transportation administration or planning

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT: Office environment; driving as needed; fieldwork such as conducting site inspections and ride-a-longs.

PHYSICAL REQUIREMENTS: Dexterity of hands and fingers to operate computer; seeing to drive; hearing and speaking for public presentations.

This is an exempt at-will professional position.

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ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor's Signature

Date