

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Director of Planning and Operations

CLASSIFICATION Exempt

POSITION DESCRIPTION

The Director of Planning and Operations reports to the Executive Director and under his/her direction oversees and manages strategic planning, including discretionary grants, operations planning and contract management, short/long range planning, capital planning, projects and facilities and security.

SPECIFIC DUTIES AND RESPONSIBILITIES

45% *Short/Long Range Planning and Operations and Contract Management*

- Oversee the strategic development of long and short-range transit plans (e.g. SRTPs) and other related planning efforts;
- Monitor operations and manage service changes as appropriate to provide quality transportation services that are easy-to-use. Provide contract oversight of Fixed Route and Paratransit Contracts;
- Oversee the writing of discretionary grant applications to obtain funding for the agency's services and capital projects;
- Work with departments from each member city and Alameda County to ensure Authority transit services meet the current and future needs of each city and the County;
- Respond to community input on service design;
- Represent the Authority on various planning committees and organizations.

30% *Project Management*

- Oversee the planning, design, and implement of projects, including meeting scope, schedule, budget and quality requirements;
- Plan, develop and manage fleet procurements and other on-going capital equipment and inventory;
- Develop and implement projects and services consistent with the LAVTA Strategic Plan.

15% *Provide a Leadership Role within the Agency*

- Support the Executive Director;
- Assist in supporting the Authority's Board of Directors;
- Work collaboratively with other Directors on the agency's Management Team;
- Effectively manage the Planning and Projects Department staff.

5% Facilities and Security Management

- Plan and oversee the maintenance of the authority's maintenance, administration Operations and satellite facilities;
- Ensure that proper maintenance and preventative maintenance is being performed on all authority's buildings and properties;
- Review need for new security measures and specifications for new/replacement equipment;
- Maintain a safe and secure environment for authority's customers and employees;
- Manage and directs contract security services in coordination with in-house.

5% Other duties as assigned

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to think strategically and proactively;
Ability to lead and coordinate projects;
Ability to develop and prepare comprehensive service plans, studies, and reports;
Ability to make effective public presentations;
Ability to communicate effectively, both orally and in writing;
Ability to obtain public acceptance of the Authority;
Ability to motivate staff;
Ability to recognize business problems, develop alternatives, and implement viable solutions;
Ability to prepare and monitor departmental operating budget.

Knowledge of:

Knowledge of Project Management principles and demonstrated experience in project delivery, meeting scope, schedule, budget, and quality requirements;
Transit planning principles, survey design, implementation and analysis;
Information technology resources;
Marketing and communications principles;
Knowledge of state, federal and regional laws and regulations relating to funding and operations of public transit;
Relative location of cities, basic geography and prominent landmarks of the Wheels service area.

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Executive Director

Position supervises:

Senior Grant, Project Management and Contract Specialist
Paratransit Planner
Senior Fleet and Technology Management Specialist
Planning Intern

Position coordinates with:

All Authority staff, particularly other department directors
Maintenance and Operations Contractor staff
Representatives of federal, state, regional, county and city agencies
Local civic groups and businesses
Vendors
The public

QUALIFICATIONS

Bachelor's/Master's degree(s) in Transportation Planning, Business Administration, Urban Planning, or related field. Five years of responsible management experience in public transit preferably at the local or regional level. The position requires 3-5 years of planning experience as well as 3-5 years of experience reporting directly to a governing body (i.e., Board of Directors) or substantial interaction with a governing body. Project Management training desirable.