



Transit Planner I

Salary Range-\$48,800-\$68,400

Excellent Benefits & CalPERS Pension Plan

Positions Open Until Filled

JOB SUMMARY

Under the guidance of more senior planning personnel, this position is responsible for performing technical, professional and analytical work as well as day-to-day activities related to transit service planning and scheduling, including using a scheduling software system, development of plans for bus routes, database upkeep, and bus operator work runs.

ESSENTIAL FUNCTIONS

- Assists with developing plans for fixed-route transit service, including evaluating system performance, and making recommendations for change as needed to ensure service meets District goals and objectives
- Applies knowledge of databases to track, maintain and update inventory of bus stops, geo-coordinates, amenities, and use reasoning skills to identify and correct data as needed
- Conducts interagency review of transportation plans; reviews and comments on proposed land use developments or road projects to promote the incorporation of pro-transit policies and measures.
- Coordinate printing and review of schedule data for passenger information panels posted at bus stops, conduct field work as needed to ensure information is correctly displayed, and conduct field assessments at bus stops.
- Collects and summarizes feedback from bus operators and passengers and make appropriate recommendations.
- Assists with creation of fixed route bus schedules, run cuts and route changes, including exporting data from scheduling software systems and interface with other systems such as automatic passenger counters, vehicle location systems and other transit technology.

- Assists with coordination of public outreach events, including set up, speaking with members of the public, working with internal staff and transit guides to disseminate information to the public
- Maintains route profile and performance data using complex spreadsheets
- Reads and analyze demographic and geographic data, apply spatial data analysis skills to graphically display ridership and demographic trends, and communicate trends
- Collects and record ridership data using appropriate software, prepare ridership reports as required.
- Monitors and evaluates on-time performance data, propose schedule adjustments as needed.
- Initiates and perform research and document findings, make written recommendations including maps and graphics to display concepts
- Researches complaints, problems and prepare responses for management, including composing correspondence.
- Provides support for Paratransit Operations, including preparing reports, researching contract compliance, analyzing ridership and performance data and other duties as required
- Performs related duties as assigned

OTHER JOB FUNCTIONS

May be assigned additional responsibilities as required.

MINIMUM QUALIFICATIONS

All candidates must meet the following minimum qualifications:

A Bachelor's Degree from an accredited college or university in Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field; AND a minimum of (1 year) of professional experience. A Master's Degree from an accredited college or university in Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field may substitute for experience. *OR*;

A combination of related education and professional experience conducting transit/transportation planning or scheduling may substitute for education based on a year-for-year basis, depending on the type of experience.

and

Knowledge of:

- Modern transit system operating principles and practices.

- Strong mathematics, data collection, spreadsheet, and spatial analysis skills
- Computer programs such as Microsoft Word and Excel, PowerPoint, Adobe Pro, GIS, Google Earth
- Preparing written correspondence and reports including creation tables and quality graphics
- ***Preferred:*** Knowledge of mapping data, GIS, database management

and

Ability to:

- Analyze operating data, identify issues and recommend appropriate solutions
- Work independently, self-starter, using strong organizational and time management skills
- Ability to learn to use a scheduling software system
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Develop, read, and interpret rules, policies and procedures
- Operate standard office equipment.
- Maintain tact, poise and professional demeanor in the workplace and with the public

LICENSES AND OTHER REQUIREMENTS: A valid California driver's license.

WORKING CONDITIONS:

Environment:

- Work in an office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Speaking to make presentations
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate office equipment

DISCLAIMER:

This job description is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by the supervisor, department head or general manager.

SELECTION PROCESS:

All applications will be evaluated on their related work experience and education qualifications. GCTD will invite the most qualified candidates for an oral interview. The GCTD application must be fully completed. Any questions unanswered may cause you to be excluded from the selection process.

EXAMINATION

The examination will include one or more of the following parts:

- Application review

- Exam
- Oral interview

All applications must be filled out completely and must clearly show that the minimum requirements are met. All statements made on the application are subject to investigation and verification. Resumes without a completed application will be disqualified. Incomplete applications are subject to disqualification.

PRE-EMPLOYMENT PROCESS:

The process includes a job specific pre-employment physical and drug screening to be completed by an industrial health clinic of our choice; criminal background and references will also be checked. All offers of employment are conditioned upon successful completion of this pre-employment process.

Applicants may obtain an application at www.goldcoasttransit.org and submit your application to:

GOLD COAST TRANSIT DISTRICT
301 East Third Street, Oxnard, CA 93030
Or by E-mail to: hr@goldcoasttransit.org

About Gold Coast Transit District

Gold Coast Transit District (GCTD) is a publicly owned transit agency which provides local bus service to the western portion of Ventura County. The agency, originally known as South Coast Area Transit, was organized in 1973 when the Ventura City Transit Lines and the Oxnard Municipal Bus Lines were merged to provide better transportation service both within and between the cities of Ojai, Oxnard, Port Hueneme, San Buenaventura and the unincorporated areas of western Ventura County between these cities.

GCTD operates on an annual budget of \$19.5 million. The bus system covers about 1.9 million annual miles and serves 3.8 million annual passengers with a fleet of 54 buses. Gold Coast Transit ACCESS service is operated by a private contractor utilizing a fleet of 24 agency owned vehicles to provide origin to destination service to seniors and persons with disabilities.

Employment Benefits

Paid Vacations ▪ Paid Holidays ▪ Retirement Plan ▪ Cumulative Sick Leave ▪ Group Health Insurance ▪ Longevity Pay ▪ Life Insurance ▪ Deferred Compensation ▪ Paid Physical Examination

Immigration & Control Act of 1986

In order to comply with the provision of this law, all applicants prior to placement must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

Equal Opportunity Employer

Gold Coast Transit District is an Equal Opportunity (at will) Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual preference, gender identity, religion, age, veteran status, physical or mental disability, mental condition, or any other category protected by state or federal law.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959, Ext 124. EOE.



Transit Planner II

Salary Range-\$61,200-\$85,600

Excellent Benefits & CalPERS Pension Plan

Positions Open Until Filled

JOB SUMMARY

This position is responsible for assisting the Planning Manager with fixed-route transit service planning and service development. This position performs technical, professional and analytical work as well as day-to-day activities related to transit service planning.

ESSENTIAL FUNCTIONS

- Develops and plans fixed-route transit service, including evaluating system performance, and making recommendations for change as needed to ensure service meets District goals and objectives.
- Analyzes performance data, evaluates service, and proposes schedule and route adjustments as needed to ensure high quality and efficient service. Assists with implementation of service changes, including creation of schedules, run cuts, and work packages utilizing scheduling software system.
- Manages grant program tasks including preparation of reports, preparing applications for operational and capital funding, uses mandated federal and/or state procedures to track progress, prepare status updates, meets with management regularly, updates Federal Transportation Improvement Program, and follows up with internal staff to track spending of funds.
- Reviews all existing and proposed bus stop requests, meets with internal staff to evaluate bus stop issues, works with jurisdictions to ensure bus stops are pedestrian and bicycle accessible, as well as compliant with the Americans with Disabilities Act; works with cities to implement work, updates and manages bus stop inventory.
- Manages passenger information at bus stops and coordinates replacement of on-site information at bus stops, including managing graphics vendor work flow, reviewing all printed panels, working with internal staff to ensure all passenger information posted at bus stops is accurate.
- Assists with on- and off-site facility planning as needed.
- Conducts interagency review of transportation plans; reviews and comments on proposed land use developments or road projects to promote the incorporation of transit consideration and facilities.
- Assists with the review of all printed schedules including the Bus Book review of passenger information systems.

- Provides staff assistance to the GCTD Technical Advisory Committee by preparing agendas, meeting summaries, and staff reports on service planning and changes.
- Attends and serves on committees as requested; makes presentations to the Technical Advisory Committee, represents the District and gives oral presentations at meetings.
- Solicits and responds to feedback from the public and community groups. Researches complaints, problems and prepares responses for management, including composing correspondence.
- Communicates with staff from other transit agencies to support interagency coordination, and improve the connectivity of schedules to support seamless travel for transit riders in our service area.
- Interact with bus operators, transit supervisors and other agency staff to receive and give feedback on various scheduling issues.
- Perform related duties as required.

OTHER JOB FUNCTIONS

May be assigned additional responsibilities as required.

MINIMUM QUALIFICATIONS

All candidates must meet the following minimum qualifications:

A Bachelor's Degree from an accredited college or university in Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field; AND a minimum of 2 to 3 years of professional experience. A Master's Degree from an accredited college or university in Planning, Transportation Planning, Statistics, Mathematics, Geography, Environmental Science, or related field may substitute for experience. *OR*;

A combination of related education and professional experience conducting transit/transportation planning or scheduling may substitute for education based on a year-for-year basis, depending on the type of experience.

and

Knowledge of:

- Applicable Federal, State and Local laws, rules and regulations related to transit
- Local government roles and responsibilities related to infrastructure, zoning and census requirements
- Modern transit system operating principles and practices
- Strong mathematics, data collection, record keeping
- NTD and all federal and state reporting requirements and regulations
- Pedestrian and bicycle facility design as it relates to accessibility to transit
- Computer programs such as Microsoft Word and Excel, PowerPoint
- Preparing written correspondence and reports including creation tables and graphics
- Scheduling software systems and related technologies
- Federal grant management systems

and

Ability to:

- Analyze operating data, identify issues and opportunities and recommend appropriate solutions.
- Ability to read and analyze demographic and geographic data
- Work independently, using strong organizational and time management skills
- Establish and maintain cooperative relationships with those contacted during the course of work
- Develop, read, and interpret rules, policies and procedures
- Operate standard office equipment.
- Maintain tact, poise and professional demeanor in the workplace and with the public
- Manage the transit planning and system development activities of a regional public transit system
- Understand, interpret and explain laws, regulations and policies governing program operations
- Analyze operating system problems and identify logical solutions
- Exercise sound independent judgment within established guidelines

LICENSES AND OTHER REQUIREMENTS: A valid California driver's license.

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