

September 30, 2019

TITLE:	Director, Systemwide Planning and Policy
EMPLOYMENT TYPE:	Exempt
DIVISION:	Rail – Caltrain Planning
APPLICATION DEADLINE:	Open Until Filled (1st Cutoff – Friday, October 25, 2019)
PAY RANGE:	\$2,867 – \$4,300 per week (\$149,062 – \$223,592 estimated annual)
WORK LOCATION:	1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE:	Full Time

Job Summary: The Director, Systemwide Planning and Policy, will report to the Deputy Chief, Caltrain Planning and will be responsible for the development of long-range and systemwide planning initiatives that will guide the Peninsula Corridor Joint Powers Board's (Caltrain) investments and support key railroad policy decisions. Additionally, the Director, Systemwide Planning and Policy, will be responsible for overseeing and participating in multi-agency planning activities related to the development of major rail stations, lead engagement with the California High Speed Rail Authority and other regional rail and transit partners and projects, and participate in local jurisdiction projects and plans on to the railroad. The Director, System Planning and Policy will also be responsible for interfacing with other areas of the Caltrain Planning Department and provide support for capital project, operations, and network planning activities.

Examples of Essential Functions:

- Responsible for ongoing planning coordination with external stakeholders and partners on regional and megaregional planning, including working with the Metropolitan Transportation Commission (MTC), the California State Transportation Agency (CalSTA) as well as county transportation authorities (SFCTA, SMCTA and VTA) and regional and local rail and transit operators (SFMTA, SamTrans Bus, VTA as well as ACE, Capitol Corridor and BART).
- Act as the primary planning liaison for major connecting projects and potential service expansions including coordination and Blended System planning with the California High Speed Rail Authority, the Downtown Extension (DTX), a potential Dumbarton Rail connection, a potential second Transbay crossing, and the potential extension of service to Monterey County.
- Work with internal stakeholders, partner agencies, and the public to identify, scope, and execute systemwide planning and policy efforts and tasks to advance the vision and mission of the railroad.
- Oversee multidisciplinary planning work related to the development and expansion of the system's major intermodal stations (e.g., San Francisco, San Jose Diridon, Redwood City) and systemwide grade separation projects.
- Responsible for the development of system and station access plans and policies including funding and implementation stages.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

Examples of Duties:

- Support the Deputy Chief, Caltrain Planning in the design and implementation of an expanded Caltrain Planning Department including the collaborative development of workplans, identification of resourcing needs, establishment of department processes and tools, and the development of training and mentorship opportunities.
- Work with Network and Operations Planning to support the Capital Projects delivery and environmental functions.
- Address systemwide planning issues, such as a grade separation plan and policies.
- Provide planning-level support for the Network and Operations Planning Department on service-related planning.
- Ensure station access plans for accessing the system are planned and properly implemented.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.

- Perform all job duties and responsibilities in a safe manner to protect employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: The position works under the general supervision of the Deputy Chief, Caltrain Planning, who establishes goals and objectives and evaluates performance.

Minimum Qualifications: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor's degree in transportation planning, urban planning, public policy, public administration or related field.
- Seven years or more of full-time progressively responsible experience in transportation planning urban planning, public policy, public administration, or related field.
- Three years full-time management experience supervising technical and professional staff.

Preferred Qualifications:

- Experience working in a commuter railroad is desirable.
- Must have effective analytical, written and verbal communication and presentation skills.
- Must possess a valid California driver's license with a safe driving record.
- Must have effective organizational and project management skills.

Selection Process May Include:

Applications will be screened for completeness and minimum qualifications

Written and/or skills assessment examination

Finalists will be interviewed by a screening and selection panel

Background investigation

Current Employment Benefits at SamTrans:

- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Time Off: Paid Time Off: 26 days per year
- Health and Benefit Plans: Medical, dental, vision care, group life insurance, and more
- Transportation: Free bus transportation for employees and qualified dependents
- Retirement: Social Security and Public Employees Retirement Systems (CalPERS)
 - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
 - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

How to Apply:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request.

If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans