



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

November 22, 2021

TITLE: Planning Administrator (Stations)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail
APPLICATION DEADLINE: Friday, January 14, 2022
PAY RANGE: \$2,117 - \$3,176 per week (\$110,089 to \$165,134 est. annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Principal Planner reports to the Manager, Caltrain Planning, and is responsible for supporting the development and management of long-term strategic transit programs, projects and plans as they relate to ongoing and emerging major station and terminal planning efforts throughout the Caltrain system.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Work to advance Caltrain's 2040 Service Vision strategic planning initiatives around major stations and terminals including but not limited to the Salesforce Transit Center, the 4th & King Railyards, the Millbrae Intermodal Station, the Redwood City Caltrain Station, and San Jose Diridon Station.
- Develop and maintain working relationships with internal and external stakeholders and represents Caltrain within complex multi-agency meetings and processes and articulates railroad needs, policies and goals as appropriate.
- Provide technical input and guidance to major station planning efforts that reflects internal input and aligns with current and future Caltrain infrastructure plans and commitments (including the fulfillment of the 2040 Service Vision).
- Lead and participate in Caltrain-led technical studies supporting regional projects and complex station developments. Acts as a resource to external stakeholders and is responsive to requests for information and participation in tangential external, regional and state studies.
- Manage and develop consensus on program and project scopes, schedules, budgets, financial plans and related activities. Manage consultant contracts and ensures quality assurance/quality control on all relevant activities.
- May supervise staff, as needed. Hire, mentor and take appropriate corrective and/or disciplinary action as needed. Ensure EEO and affirmative action policies and procedures are followed. Participate in staff selection; coordinate staff training and professional development as needed. Establish performance objectives; monitor and evaluate employee performance as needed.

EXAMPLES OF DUTIES:

- Establish schedules and methods for providing planning services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Proactively collaborate with both internal and external stakeholders over time to advance multiple, connected planning and development efforts across the system.
- Manage the selection and performance of consultant contract services for technical support; approve and monitor project schedule to ensure timely completion in accordance with agency standards.
- Closely coordinate and communicate with internal and external stakeholders on Caltrain policies, projects, and plans.
- Prepare and present reports and communicate to public agencies, officials, senior staff, Board members, and outside agencies and committees.
- Assist in the preparation and administration of the department's budget including submission of budget recommendations and monitoring of expenditures.
- Evaluate job performance of staff, including 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 yourself, your fellow 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: Work under the general supervision of the Manager, Caltrain Planning, who establishes goals and objectives, monitors 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:

- Bachelor's degree in urban planning, transportation planning, transportation engineering, economics, public policy or related field.
- Four (4) years of full time progressively responsible planning experience in in urban planning, transportation planning, environmental planning, public policy, transit infrastructure development or related field.

PREFERRED QUALIFICATIONS:

- Two (2) years of supervisory experience.
- Excellent analytical, written and verbal communication and presentation skills.
- A valid California driver's license with a safe driving record is required.
- Proficiency in Microsoft Office applications.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS:

For further benefit details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> ○ 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:

- To apply, please visit the www.caltrain.com/about/Jobs.html. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, January 14, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- Caltrain celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.