



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

March 10, 2023

**TITLE:** Director, Systemwide Planning  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Caltrain Planning  
**APPLICATION DEADLINE:** **Sunday, April 2, 2023**  
**PAY RANGE:** \$3171 - \$4756 weekly (\$164,907- \$247,361 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Director, Systemwide Planning, 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 will be responsible for overseeing and participating in multi-agency planning activities related to the development of major rail stations, engaging with regional rail and transit partners and projects, and participating in local jurisdiction projects and plans affecting the railroad. The Director, Systemwide Planning will interface with other areas of the Caltrain Planning Department related to capital project, TOD and real estate, policy, and 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, VTA as well as ACE, Capitol Corridor and BART).
- Serve as primary contributor and in some cases project manager for major connecting projects and potential service expansions including coordination and Blended System planning with the California High Speed Rail Authority, a potential Dumbarton Rail connection, the Link21 program, 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.
- Develop 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.

## **EXAMPLE 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.
- Plan for systemwide needs, such as a grade separation plan and policies.
- Ensure station access plans for accessing the system are planned and properly implemented.
- Provide support for and closely coordinate with other functions within the planning team, including Network and Operations Planning, Capital Project Planning, TOD and Real Estate Planning, Policy Planning.

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- 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:** Works under the general supervision of the Deputy Chief, Caltrain Planning who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. 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 or other major transit system, especially with system expansions.
- Effective analytical, written, and verbal communication and presentation skills.
- Possession of a valid California driver's license with a safe driving record.
- Effective organizational and project management skills.

**SELECTION PROCESS:**

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. 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.

**CURRENT EMPLOYMENT BENEFITS:**

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year.
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free Transportation for Employees on Caltrain. Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> <li>○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation</li> <li>○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation</li> </ul>

**HOW TO APPLY:**

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, April 2, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). 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.
- SamTrans 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 encouraged to apply.