



Class Title: **ASSISTANT or ASSOCIATE PROGRAM
PLANNER/ADMINISTRATOR – PUBLIC TRANSIT**
FLSA: Non- Exempt
Salary Range
Last Amended: 02/26/2014

DEFINITION

Under general supervision, the **Assistant or Associate Program Planner/Administrator-Public Transit** is responsible for performing routine professional transportation planning and administration duties pertaining to various programs and projects, with a specific emphasis on public transit for the Napa County Transportation Planning Agency (NCTPA); may establish and/or administer agreements, contracts, plans and projects that have a strategic impact on transit operations and countywide transportation planning efforts; coordinates with federal, state, regional and local agencies to identify project and/or funding opportunities and facilitate implementation; provides routine staff support to various NCTPA, regional and/or local boards, councils, commissions and committees; provides a supporting role in developing and refining transit routes and schedules; and performs related duties

The NCTPA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville and serves as the congestion management agency and public transit provider jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

This is the first or second (depending on experience) working-level classification in the professional Program Planner/Administrator series. Under direction, an Assistant or Associate Program Planner/Administrator is responsible for performing routine professional transportation planning and administration duties pertaining to various programs and projects, with a specific emphasis on public transit. Incumbents coordinate with member agencies in order to help them develop, fund, and implement transportation projects, and/or they may personally plan, develop and manage internal NCTPA projects. Work at this level is generally limited in scope, and projects typically have a narrow impact on countywide transportation needs.

Assistant Program Planner/Administrator classification is distinguished from the higher-level classification of Associate Program Planner/Administrator because incumbents in the latter work with greater independence to plan and administer programs and projects that typically have a greater countywide impact and require more knowledge and experience with a variety of planning projects and activities. Which classification the successful candidate will be hired under will depend on the candidates experience and/or educational level.

SUPERVISION RECEIVED AND EXERCISED

Direction is received from the NCTPA Program Manager - Public Transit.

The incumbent may directly or indirectly supervise subordinate technical or clerical employees.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

1. Works with the public and member jurisdictions to respond to service related issues;
2. Works with federal, state, regional and local agencies to help coordinate the development and delivery of transportation-related projects; initiate Calls for Projects; receive and process proposals; evaluate project goals and objectives for consistency with funding requirements; facilitate and coordinate proposal selection processes; track project status and evaluate success in meeting goals;
3. Assist with implementing planning-related studies and projects; collect and identify relevant data; evaluate transportation needs through surveys, observations, traffic counts, and other research methods; develop and document recommendations, including strategies and methodologies to address unmet transportation needs;
4. Prepare data analyses (e.g. statistical analysis, including forecasts, data manipulation, that could include ridership, fare, and route level analysis, etc) and assimilate information in report format;
5. Coordinate with transportation and land use planners to analyze existing and proposed plans, programs and projects for their ability to meet multimodal transportation objectives, including their effects on social and economic factors of the county;
6. Evaluate system operations data, and summarize information in understandable reports;
7. Collect and manipulate data and develop reports related to ridership, capital replacement/enhancement needs, transit operations, and maintenance needs;
8. Assist in the development, design and implementation and related monitoring and reporting for transit services and routes; update schedule timings, and related agency documents and publications. Notify partner agencies (such as 511.org) of changes as appropriate;
9. Serves as project manager including preparation of reports, correspondence and written recommendations concerning transportation related planning projects; research issues as requested;
10. Represents the NCTPA to its member agencies or policy level committee and serves as a liaison to various boards, councils, commissions, and/or committees as assigned;
11. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual may possess a combination of experience, and/or education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in transit, transportation planning, business or public administration, or a closely related field.

Experience: Experience as a professional planner in transit operations demonstrating knowledge and abilities listed below. Preferably two years of professional planning experience in a public agency setting.

Knowledge of:

- Basic principles and practices of transit and transportation planning;
- Federal, state, and local regulations pertaining to transportation funding;
- Transportation programs; transportation funding sources at the federal, state, regional, and local levels;
- Public transportation funding processes and procedures;
- Current trends and methods in transportation planning including forecasting, data collection and analysis;
- Research, analytical and statistical methods applicable to transportation planning;
- Survey techniques, including developing survey tools, ability to analyze and validate data;
- Understanding of internal controls appropriate for a public agency;
- Collaboration with individuals from other agencies and groups;
- Public transit performance and statistical measures;
- Government protocols and processes;
- General office procedures and administration; contracts administration and procurement.

Ability to:

- Perform routine transit/transportation planning duties;
- Work with local government and members of the public with regard to transit planning and operations;
- Manage and administer routine transit/transportation projects from inception to completion;
- Prepare project budgets and funding proposals;
- Make presentations before governing boards and other public and private groups as requested;
- Coordinate multiple work programs/projects and meet critical deadlines;
- Communicate effectively both orally and in writing;
- Read, interpret and apply complex technical material;

- Prepare and present clear and concise correspondence, technical reports and recommendations; collect, organize and maintain records;
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public;
- Use Microsoft Office, including Excel, Access and Project.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES

Possession of a valid California driver's license is required within 3 months of hire.