

**PLANNING MANAGER**

STATUS: Exempt

SALARY: \$135,000 - \$185,000 per year  
(\$64.90 - \$88.94 per hour)**SUMMARY**

Planning Manager (Manager) is responsible for leading, managing, and overseeing advanced, highly-complex professional planning studies and activities, that include but are not limited to, carrying out of short-and long-range passenger rail and transit planning, agency coordination, advocacy, station area development, environmental, and network integration with other transportation services/expansion programs (including high-speed rail) efforts for both the Altamont Corridor Express (ACE) and San Joaquins rail services. The position supports ACE and San Joaquins financial planning and programming, grant program, capital projects, outreach and marketing, transit-oriented development, and other activities related to maintaining and improving these services. The Manager will assist with the development and preparation of competitive grant applications, capital project development, project tracking and reporting, and coordinate with other departments and agencies. The position will involve project implementation, making decisions to solve problems, working closely with state and local partners, and representing San Joaquin Regional Rail Commission (SJRRRC) and San Joaquin Joint Powers Authority (SJJPA) at public events and meetings.

The Manager will report directly to the Executive Director (for both SJRRRC and SJJPA), and split their time between the ACE, San Joaquins, and high-speed rail (HSR) services. For ACE, and San Joaquins, the work is focused largely on the joint ACE/San Joaquins improvement and expansion program known as "Valley Rail". A goal of Valley Rail is to improve and expand ACE to serve Modesto, Merced, Sacramento, Butte County and Union City/BART. The Valley Rail Program includes several projects and initiatives to improve and increase the frequency of the San Joaquins service and expand the San Joaquins to Butte County. The Manager will lead the critical network integration planning and coordination with HSR (see Figure 1 attached).

The Manager will oversee the Departmental efforts in planning tasks related to ACE and San Joaquins service improvements and expansion as well as planning tasks related to network integration with HSR Interim Service between Merced and Bakersfield and the operations of HSR Interim Service (SJJPA is expected to be the Operating Agency for HSR Interim Service).

**REPRESENTATIVE DUTIES**

*This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.*

**REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:**

1. Manages, undertakes, provides oversight, and assigns the work of Planning Department for developing, implementing, and/or analyzing passenger rail and transit plans, station area and corridor studies, performance metrics, and environmental studies as they relate to the agency's passenger rail programs and thruway bus and shuttle programs.
2. Provides oversight in development of work plans and scopes of work to support projects, studies and grant applications.
3. Presents issues and proposes solutions.
4. Prepares regular progress reports for planning efforts, environmental, station area development, advocacy, and agency coordination including deadlines, budget updates, project status, and schedule.
5. Plans multiple project activities on multiple projects concurrently.
6. Maintains project financial activities including coding, approving, and administering projects in cooperation with the Finance Department. Initiates and revises project cost data reports and approves payments to consultants, contractors, etc.
7. Establishes priorities and goals for project teams and adjust work accordingly.
8. Evaluates, selects, and manages consultants retained by the agency to provide expertise in project studies, grant applications, programming, development, design, management, or inspection. Develop, negotiate, and manage professional agreements and contracts with consultants.
9. Prepares Governing Board agenda materials and makes presentations to a variety of boards, committees, councils, stakeholders and the general public.
10. Advises the Executive Director and other Executive-level staff, and various boards and committees on all planning-related matters.
11. Coordinates with and is a resource for the Fiscal Department.
12. Participates in budget preparation and administration, monitors and controls expenditures.
13. Oversees maintenance of database of agency contacts, organizations, and other stakeholders.
14. Trains and develops staff in proper planning practices.
15. Performs other duties as assigned or required.



### QUALIFICATION GUIDE

#### Knowledge of:

- Thorough knowledge of transportation planning (local, regional, megaregional, and state) and the planning for passenger rail (intercity, commuter, high-speed rail) and bus (intercity, and shuttle services) services.
- Thorough knowledge of urban planning and development and local, regional, megaregional, state, and federal government policies, procedures, and practices.
- Thorough knowledge of CEQA and NEPA.
- Good understanding of California (transportation, agencies, organizations, geography, politics, demographics, etc.).
- Principles and practices of supervision, training, and personnel management.
- Citizen involvement techniques and processes.
- Budgeting procedures and techniques.
- Methods of effective technical report preparation and presentation.
- Funding programming cycles and capital improvement program development.

#### Required Skills in:

- Managing complex transportation planning studies.
- Managing consultants and staff.
- Writing and editing for planning reports, staff reports for Board meetings, providing agency comments, and responding to comments received.
- Public speaking and making effective presentations.
- Utilizing a personal computer and associated software programs.
- Project development and scheduling.
- Establishing and maintaining effective working relationships with agency staff, stakeholders and the general public.
- Identifying and resolving problems.
- Ability to manage projects effectively and meet firm deadlines.
- Strong interpersonal skills to develop good working relationships with staff, officials, and stakeholders and to resolve complaints.
- Ability to work on multiple projects or issues simultaneously.
- Reading comprehension to understand technical and legal materials.
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations.
- Negotiating acceptable solutions.



### EDUCATION AND EXPERIENCE

#### Education:

- Minimum of graduation from a four-year college or university with a major in urban or regional planning, engineering, geography, sociology, public administration, economics, political science or related field is highly desired. Master's degree in urban or regional planning or a closely related field is preferred.

#### Experience:

- Minimum of seven (7) years of increasingly responsible experience in transportation planning or a closely related field to include three (3) years of supervisory experience.

### WORKING CONDITIONS/PHYSICAL ACTIVITIES

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)*

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, Grasping, Feeling, Talking, Hearing, Seeing, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and Repetitive Motions in computer use.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor conditions.



### OTHER REQUIREMENTS

- Must possess and maintain a valid Driver's License.
- Frequent driving within the ACE and San Joaquin Corridors.
- Maintain availability to work evenings and Saturdays.
- Partial telework arrangement may be considered.

*San Joaquin Regional Rail Commission (SJRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.*

*SJRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.*

## **Additional Employment Information**

### **GENERAL BENEFITS PACKAGE**

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental and life insurance programs
- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

### **MIDDLE MANAGER BENEFITS PACKAGE**

- Agency contribution equivalent of 1% of employee's base salary to a defined contribution plan (457)
- 40 Hours of Administrative Leave/Year

### **SELECTION PROCESS**

SJRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidate will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment. All offers of employment are conditional and may be rescinded upon receipt of the results of a drug and alcohol test, background report, and/or physical examination.

## Additional Employment Information

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<b>TO APPLY</b>
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To view current employment opportunities or to apply, please click on the following link:

[Job Listings - San Joaquin Regional Rail Commission \(applicantpro.com\)](http://applicantpro.com)

Applicants must submit both a resume and employment application to be considered. Applications may be downloaded from the SJRRC website at [www.sjrrc.com](http://www.sjrrc.com) or picked up from the address below. Resumes and employment applications may be submitted by email to [hr@acerail.com](mailto:hr@acerail.com) or mailed to:

San Joaquin Regional Rail Commission  
Attn: Human Resources  
949 East Channel Street  
Stockton, CA 95202

SJRRC is an Equal Employment Opportunity (EEO) Employer. Click [here](#) to view SJRRC's EEO Policy Statement.

For more information about SJRRC, please visit [www.sjrrc.com](http://www.sjrrc.com).

For more information about ACE, please visit [www.acerail.com](http://www.acerail.com).

For more information about SJJPA, please visit [www.sjjpa.com](http://www.sjjpa.com).

For more information about Amtrak San Joaquins, please visit [www.amtraksanjoaquins.com](http://www.amtraksanjoaquins.com).

**Figure 1**





## Additional Employment Information

### California Statewide Integrated Passenger Rail and Bus Services Planned for 2029

