

SENIOR TRANSPORTATION PLANNER – GRANTS AND PROGRAMMING

STATUS: Non-Exempt

SALARY: \$95,000 - \$140,000 per year

(\$45.68 - \$67.31 per hour)

SUMMARY

Under the direction of the Grants and Programming Manager and responsible to the Director of Administration, EEO, Senior Transportation Planner (Planner) performs analytical work, grants management, program management, short- and long-range planning, agency coordination, leads, mentors, or participates in all major department projects such as: development of the annual budget, funding analysis and processing, grant administration, monitoring and reporting, and advocacy efforts for both the Altamont Corridor Express (ACE) and San Joaquin's rail services. The position is the lead staff level within the Planner series and is distinguished from the Associate Planner and Assistant Planner positions by the assignment and oversight of the full range of duties and responsible for major functional area. Employees at this level receive very little instruction or assistance and only as new and unusual situations arise. Employees are expected to be fully aware of the operating procedures and policies within the work unit. Positions in this class are typically filled by advancement from the Associate level.

The Senior Transportation Planner supports ACE and San Joaquin's financial planning and programming, agency coordination, grant program compliance and oversight, capital projects coordination, environmental review, station area development, and other activities related to maintaining and improving these services. The Senior Transportation Planner prepares and reviews grant applications, state and local funding requests, capital project development, project tracking and reporting, and coordinate with other internal departments and external agencies. The position involves project implementation, making decisions to solve problems, working closely with state and local partners, and representing San Joaquin Regional Rail Commission (SJRR) and San Joaquin Joint Powers Authority (SJJPA) at public events and meetings.

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 position.

REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:

1. Lead staff in the preparation and/or review of pre-award grant applications and development of capital programs.
2. Compiles, analyzes, produces, and coordinates programming and allocation of more complex requests with state and local agencies.
3. Utilize management systems in order to maintain an organizational structure for managing and tracking grants that produce results, ensure coordination, and build accountability.
4. Manage and administer sub-grants by developing a judicious, reasonable, and effective process for selecting and managing sub-grants.
5. Leads and/or oversees post-award grant applications for funding for ACE and San Joaquin's services while understanding all federal and/or non-federal requirements pertaining to a grants management, including grant compliance provisions, and take steps to ensure they are addressed.
6. Manage risk by understanding what constitutes financial and program risk as it relates to a grant, and by characterizing a program according to risk assessment principles.
7. Administers contracts and consultant studies; duties include, but are not limited to, review of consultant work, preparation of reports, plans, and related documents, and validation and processing of contract-related invoices.
8. In coordination with the Director of Capital Projects, the Senior Transportation Planner leads and/or oversees the administration and monitoring of the Capital Projects Program to ensure achievement of project objectives within time and cost parameters.
9. Develops and maintains a variety of complex files, records, and databases pertinent to assigned grants and programming and/or project activities and runs scheduled and *ad hoc* reports.
10. Meet documentation needs and requirements and meet them with regularity. Prepares, updates and maintains Standard Operating Procedures for the Grants & Programming Office functions.
11. In collaboration with SJRRC's Planning Office, conducts short- and long-range planning efforts for the ACE and San Joaquin's rail services.



12. Continuously review electronic files to address prior programmatic and financial weaknesses and continue to review a program's performance making mid-course corrections as needed.
13. Supports the development of annual ACE Capital Budget.
14. Supports the development of annual SJJPA Business Plan Updates.
15. Supports the development of SJRRC and SJJPA board meeting agendas, staff reports, and presentations.
16. Develops and provides presentations to agencies and organizations regarding ACE and San Joaquin's improvement and expansion plans.
17. Supports efforts to promote transit-oriented development.
18. Coordinates with, and is a resource for, the Fiscal Department, Procurement Office, and other related Departments within SJRRC/SJJPA.
19. Maintains database of agency contacts, organizations, and other stakeholders.
20. Carries out multiple strategic and tactical tasks.
21. Represent SJRRC at external stakeholder meetings with the San Joaquin Council of Governments, Interagency Transit Committee, Technical Advisory Committee, and other jurisdictional meetings impacted by ACE and San Joaquin services.
22. Perform other duties as assigned or required.

QUALIFICATION GUIDE

Knowledge of:

- State and Federal legislative process and the workings of State, Federal, Regional and Local governments
- Federal and Non-Federal Requirements - Understand all federal and/or non-federal requirements pertaining to a grant, including grant provisions, and take steps to ensure they are addressed.
- Financial management principles.
- State and Federal laws related to transportation planning, programming, and funding of transit projects
- Local and regional agency applicable planning laws, zoning regulations, and planning processes (including Regional Transportation Plans and Federal Transportation Improvement Programs)
- Grant development and management processes
- Rail and bus project planning, land use planning, station area development, bicycle and pedestrian planning, intermodal station planning
- Transit Asset Management best practices
- Commuter, intercity, high-speed rail, and freight rail



- Calculations for greenhouse gas reductions, Cap & Trade and sustainability programs
- Public speaking, presentation, facilitation, and outreach principles and practices
- Efficient time management and identifying priorities
- Innovative and creative planning, advocacy, and outreach strategies and partnerships

Ability to:

- Analyze problems and propose grant strategies
- Analyze organizational issues and/or strategies relating to grantor requirement implications
- Coordinate multiple projects simultaneously to timely completion under tight timelines
- Develop and maintain complex program/project files, records, and databases
- Communicate clearly, properly, and effectively to various and diverse audiences both orally and in writing
- Carry out technical tasks and ensure accurate documents (strong technical abilities and attention to detail is a requirement)
- Establish and maintain cooperative working relationships
- Maintain records associated with procurements, contracting, and finances
- Make informed, collaborative, and appropriate decisions on behalf of the department
- Write planning related documents
- Review planning documents, environmental documents, engineering plans and technical reports
- Produce accurate work – candidate must be detail-oriented and set high standards for quality
- Creatively position the agency in new and innovative partnerships
- Use computer programs such as Word, Excel, PowerPoint, etc. Familiarity with Adobe Design Suite a plus.
- Work toward goals and objectives
- Work independently with minimal supervision
- Budget for multiple projects
- Build and cultivate a teamwork atmosphere
- Lead in an environment of change
- Works within a team – must build relationships and work effectively at all levels of an organization



EDUCATION AND EXPERIENCE

Education:

- 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.

Experience:

- Minimum of five to seven years of increasingly responsible relevant experience performing duties similar to those of an Assistant and/or Associate Planner with SJRRC, at least two of which must be demonstrated project lead experience. A minimum of one to two years of supervisory experience is preferred.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

(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.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor environmental conditions.

Positions in this class may also include these factors:

- Hazardous physical conditions.
- Intense noise.
- Travel.



OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license.
- Frequent driving within the ACE and San Joaquin Corridors.
- Maintain ability to work irregular work hours.

San Joaquin Regional Rail Commission (SJRRRC) 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.

SJRRRC 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

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.

TO APPLY

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 or picked up from the address below. Resumes and employment applications may be submitted by email to 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.

For more information about ACE, please visit www.acerail.com.

For more information about SJJPA, please visit www.sjjpa.com.

For more information about Amtrak San Joaquins, please visit www.amtraksanjoaquins.com

GENERAL EMPLOYEE BENEFITS PACKAGE

San Joaquin Regional Rail Commission (Rail Commission) offers an attractive benefits package, including:

Retirement: The Rail Commission contributes the equivalent of 15% of all regular full-time employee's base salary to a defined contribution plan (401(a); five-year vesting program.

Deferred Compensation: All regular full-time employees may contribute a portion of their salary on a tax-deferred basis to a defined contribution plan (457), up to the maximum allowable under IRS rules.

Medical Insurance: Employees have the choice of PPO or HMO plans. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Vision Insurance: PPO Plan. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Dental Insurance: PPO Plan. The Rail Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Life Insurance: 100% of base salary up to \$200,000 of coverage paid for by the Rail Commission. Employee pays 100% of dependent life. Employee Basic Life benefit is reduced to 35% at Age 65 and 15% at Age 70.

AD&D: The Rail Commission pays 100% of premium for employee.

Long-Term Disability: The Commission pays 100% of premium for employee.

Supplemental Benefits: Supplemental benefits are offered through Allstate and are paid 100% by employee.

Vacation:

All regular full-time employees accrue vacation based on their continuous length of service, measured from date of hire and on the following schedule:

ALL OTHER EMPLOYEES

Date of hire through the 4 th year	10 days
5 th year through 9 th year	15 days
10 th year through 15 th year	20 days
16 th year and thereafter	25 days

Holidays: 10 paid regular holidays per year. 4 paid floating holidays per year accrued at the rate of one (1) day per fiscal quarter. Floating holidays may be accumulated up to a maximum of six (6) days.

Sick Leave: 12 days per year.

Employee Assistance Program (EAP): The Rail Commission has an Employee Assistance Program (EAP) available to all employees at no cost.