



ASSISTANT PLANNER

STATUS: Non-Exempt

SALARY: \$52,000 - \$72,000 per year
(\$25.00 - \$34.62 per hour)

SUMMARY

The Assistant Planner will take direction from the Associate/Senior Planner and the Manager of Capital Programs and serve in a support role.

The Assistant Planner will work under the Capital Projects Program, which is split between the ACE and San Joaquins services. For ACE, the work is focused on the ACE improvement and expansion program known as "Valley Rail". A goal of Valley Rail is to expand ACE to serve Modesto, Merced, and Sacramento.

The Assistant Planner will also assist in planning and programming tasks related to San Joaquins service improvements and expansion. The Valley Rail Program includes a number of projects and initiatives to increase the frequency of the San Joaquins service.

This position will perform short- and long-range planning, agency coordination, and advocacy efforts for both the ACE and San Joaquins rail services. The position supports ACE and San Joaquins financial planning and programming, agency coordination, grant program, capital projects, environmental, station area development, and other activities related to maintaining and improving these services. The Assistant Planner will assist with grant applications, state and local funding requests, 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 SJRRC and 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 job.

REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:

1. Compiles, analyzes, produces, and coordinates programming and allocation requests with state and local agencies.
2. Assists with grant applications for funding for ACE and San Joaquins services.
3. Administers contracts and minor consulting 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.
4. Assists with the administration and monitoring of the Capital Projects Program to ensure achievement of project objectives within time and cost parameters.
5. Develops and maintains a variety of complex files, records, and databases pertinent to assigned planning and/or project activities and runs scheduled and *ad hoc* reports.
6. Conducts short- and long-range planning efforts for the ACE and San Joaquins rail services.
7. Supports the development of annual ACE Capital Budget.
8. Supports the development of annual SJJPA Business Plan Updates.
9. Assists with the development of SJJPA and ACE Board Meeting Agendas, Briefing Book materials, and Presentations.
10. Provides staff support for the Central Valley Rail Working Group, San Joaquin Valley Rail Committee, and the Assembly Select Committee on Rail.
11. Works to improve multi-modal connectivity at rail stations.
12. Develops and make presentations to agencies and organizations regarding ACE and San Joaquins improvement and expansion plans.
13. Supports efforts to promote transit-oriented development.
14. Works with cities, Amtrak and other SJRRC/SJJPA staff to implement stations improvements.
15. Coordinates with, and is a resource for, the Fiscal Department.



16. Helps maintain database of agency contacts, organizations, and other stakeholders.
17. Carries out multiple strategic and tactical tasks.
18. Perform other duties as assigned or required.

QUALIFICATION GUIDE

Knowledge of:

It is desired for the applicant to have some knowledge of some of the areas listed below and a strong desire to gain experience in these areas:

- Project management and project delivery.
- 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).
- State and Federal legislative process and the workings of State, Federal, Regional and Local governments.
- Grant development and management processes.
- National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements and regulations.
- 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:

- 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.

Experience:

- One (1) year of progressively responsible professional experience in a similar role. Experience may be substituted with an advanced degree, such as an MS or MCP.

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.

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

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)

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.



Additional Employment Information

TO APPLY

Interested applicants must submit both a resume and SJRRC application for employment by email to acejobs@acerail.com, or mail to:

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

Applications can be downloaded from the SJRRC website at www.sjrrc.com or picked up at the above address. SJRRC is an Equal Employment Opportunity Employer.

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.