



Job Description

PLANNING DIVISION Deputy Director

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Deputy Director for Planning manages the Planning Division staff and activities, including transportation planning and policy studies. The Deputy Director also assists and participates in planning, organizing and facilitating the activities of the Transportation Authority, and provides a wide range of professional support and executive level policy counsel to the Executive Director and Chief Deputy Director.

Reports to: Executive Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads, oversees and assigns planning and policy studies; provides oversight, quality control, technical and procedural guidance to staff, and assists with resolving operational and procedural problems. Develops and supports development of purpose, scope, schedule and budget for related efforts.
- Leads or oversees development of Countywide Transportation Plan. Provides input into the development of other Transportation Authority plans and programs including, but not limited to the Congestion Management Program and related biennial multimodal performance monitoring, corridor and station area planning studies, 5-Year Prioritization Programs and Strategic Plan updates.
- Applies for and administers planning grants; selects and manages consultants and contracts; facilitates technical and outreach meetings and maintains contacts with peers from federal, state and regional agencies, include Transportation Authority sponsor agencies and staffs of elected local, regional, state and federal officials.
- Provides policy, planning and public outreach support for other Transportation Authority-led efforts, including but not limited to fund programming and grant evaluation, capital project development, legislative activities, transportation data analysis, and scoping of neighborhood transportation plans.
- Negotiates and resolves complex planning and policy issues with federal, state and regional transportation planning agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies, as required by the Executive Director.
- Represents the Transportation Authority in federal, regional, state and local transportation task forces, professional associations and technical and policy advisory groups. Reviews and comments on relevant transportation plans and studies produced by other agencies.
- Provides recommendations to the Executive Director on all planning related matters and assists the Executive Director in fielding inquiries from Board members.
- Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors, as needed, and is responsible for monitoring their implementation.



- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Develops and manages annual work plan for the division and establishes work activity priorities and staff assignments.

SUPERVISORY RESPONSIBILITIES:

Supervises Assistant Deputy Director for Planning, Principal Planners and Senior Planners. May supervise transportation planners and external consultants.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering or related field is required. Eight (8) years of progressively responsible experience in transportation planning with at least three (3) years in a management role. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of principles, techniques and methods of transportation planning; public policy development, transportation systems management and conceptual design (transit, pedestrian, bicycle and parking); advance knowledge of transportation fund sources and programming processes; GIS and other database methods. Advanced proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to develop, manage, assign, direct, review and evaluate manage scope, schedules and budget for planning and policy studies, as well as staffing and support needs for own section, including familiarity with professional procurement processes, grants management, billing and invoicing. Strong project and program management skills, including consultant contract oversight for planning and policy studies; facilitate meetings; design public workshops and other outreach strategies; review transportation model inputs and outputs; design surveys and perform data analysis; conduct policy analysis and long-range planning; summarize data and prepare written reports and recommendations. Advanced presentation, writing and editing skills for a variety of communications media, including memoranda, technical reports, resolutions, plans and outreach materials.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$ 154,440 - \$213,130 .. Adopted December 14, 2018
Resolution 19-33**