



## Planning Manager

**Salary:** Annual Salary Range: \$71,713- \$103,815  
**Competitive Benefits Package:** CalPERS Retirement, AFLAC Supplemental Insurance, 457 Retirement plan, Flex Spending Account and Employer contribution into medical benefits as examples.

**Posting Date:** 05/23/2022  
**Filing Deadline:** Open Until Filled

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### **JOB SUMMARY**

Under general direction, prepares long range plans, coordinates planning activities and represents MST at planning –related meetings.

### **ESSENTIAL FUNCTIONS**

Plans fixed-route services. Reviews, analyzes, and makes recommendations based on ridership data and customer comments. Responds to transit-related issue inquires via meetings, phone calls, emails and letters; Advises on transit supportive policies and infrastructure on environmental documents, project plans, and development activities. Designs services to satisfy the needs of customers, stakeholders; coordinates and assists with public participation in the service-planning process. Represents MST at outside meetings, as directed; develops and coordinates internal planning meetings; makes presentations to government and community groups. Advocates transit-friendly design of new development projects; assists other departments with planning options and project alternatives. Assists with data needed for planning grant applications; manages the development of short range transit plans, comprehensive operational analyses and other plans. Performs related duties as assigned

### **KNOWLEDGE, SKILLS and ABILITIES**

Current management techniques and principles; concepts, principles and practices of strategic planning, sustainable land use development, and transit planning; livable communities concepts; transit service, schedules and routes; transit-friendly development principals; transit access requirements, federal, state and local land use regulations. Skills in public speaking; managing meetings; report preparation; strong interpersonal skills and demonstrated ability to communicate effectively in situation requiring tact and poise; knowledge of and skill in using GIS and data visualization tools. Ability to review and evaluate transit service; plan, organize, coordinate, and evaluate strategic planning routes and schedules; analyze MST internal and public policy and provide support for transportation alternatives; use of office programs (i.g. Word, Excel and Outlook). Ability to show proof of COVID vaccination. Ability to maintain a valid California Driver's license.

### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

Bachelor's degree from four-year college or university and three years of transit planning experience (fixed route and/or paratransit); or equivalent combination of education and experience which provides the desirable knowledge, skills, and abilities. Masters degree in Public Administration, Planning, Economics or related transportation fields is desirable.

### **FILING**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications may be obtained from our Administrative Office, 19 Upper Ragsdale Drive, Suite 200, Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; or by visiting MST online at <http://www.mst.org>. **SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attn. Human Resources, 19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940. Resumes will not be accepted in lieu of a completed application.

### **ADA**

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

**EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER**