



METRO Regional Transit Authority

Director of Planning

Department: Planning and Strategic Development

Classification: Exempt

Safety Sensitive: No

Position Summary: The position will lead a dynamic team in developing and implementing strategic transit plans, fostering collaboration with stakeholders, and ensuring the delivery of safe, dependable, equitable, cost-effective and customer-focused public transportation solutions. This role requires an experienced leader with expertise in transportation planning, strong communication skills and a strategic mindset.

Reporting Relationships:

Position Reports to: Chief Culture Officer

Direct Report By Title: Senior Planner (Service Planning), ITS Planner, Grants and Compliance Specialist, Senior Planner (Policy and Development) – currently vacant

Indirect Reports by Title: 2 Transit Planners reporting to Senior Planning (Service Planning)

Number of Reports: Direct 4 Indirect 2

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

Job Responsibilities:

- Provides leadership and direction to the Planning department by setting priorities, developing work plans and budgets, and monitoring performance.
- Oversee the creation of short and long-range transit service plans, considering factors such as ridership trends, demographic shifts, and emerging technologies.
- Leads strategic development initiatives, develop and implement long-term goals for METRO. Analyze demographic, economic and transportation trends to inform planning decisions.
- Oversees service planning activities, including route design and/or modifications, bus stop locations, draft schedules, service performance analysis, and various survey requirements.
- Oversees the development of funding applications/proposals, including detailed scopes of work, budgets, and partnerships to secure funding for priority projects.
- Oversees maintenance and management of data necessary to execute transit service planning tasks, ensuring accuracy for both internal and external customers.
- Update and maintain operational service guidelines, performance standards, and related policies.
- Analyze operational, statistical, and budgeting data in the planning of current and future transit service delivery.
- Participation in the collaboration with stakeholders, including government agencies, community groups, and private entities, to gather input and ensure a holistic approach to transit planning.
- Foster partnerships with city planners, engineers and other stakeholders to integrate transit planning into broader development initiatives.
- Work closely with other METRO departments to align planning efforts with practical implementation.
- Coordinates with PR & Marketing team to ensure effective external communications and engagement around priority projects and planning efforts.
- Directly and indirectly manages consultant contracts, vendors, and partnerships for successful project completion.
- Make public presentations on complex planning issues to the METRO Board of Trustees, advisory committees, and public audiences.
- Oversees and ensures regulatory requirements such as compliance with Title VI, NTD, FTA Triennial reviews, and environmental laws.
- Represents METRO on intergovernmental committees and to various organizations in matters related to transit planning.
- Regular attendance is essential function of this job.
- Performs other duties as assigned.

Physical Requirements & Working Conditions: Job requires incumbent to stand, walk, sit, talk or listen, lift 25 pounds, view things at 20 feet or more. Work is typically performed indoors and is subject to pressure from contacts with the general public, individual citizen contact, night and/or weekend meetings and deadlines under pressure.

Required Skill Sets:

Communications & Administrative Skills:

- Strong written and verbal communication skills.
- Ability to use spreadsheet, word processing and job-specific software.
- Ability to speak effectively with individuals and small groups, and to respond to questions.
- Ability to communicate courteously and effectively with the general public.
- Ability to deliver formal presentations.
- Ability to prepare analyses, policies and/or budgets.
- Ability to develop complex reports and position papers.
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary.

Interpersonal & Cognitive Skills:

- In-depth knowledge of principles, practices and trends of transportation planning, funding, and policies.
- Excellent analytical and problem-solving abilities, with a strategic mindset for long-term planning.
- Ability to analyze and interpret complex transit planning issues and ensure accurate presentation of information to external and internal stakeholders.
- Interpersonal skills necessary to provide effective leadership to planning staff and to develop cooperative working relationships with co-workers, senior management, elected officials and vendors.
- Ability to research, compile and summarize a variety of informational and statistical data and material to determine problem scope.
- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups.
- Knowledge of administrative principles and practices including goal setting and goal implementation.
- Ability to understand and interpret complicated policies, procedures and protocols
- Ability to maintain confidentiality.
- Ability to analyze and interpret complex transit planning issues and ensure accurate presentation of information to external and internal stakeholders.

Interpersonal skills necessary to provide effective leadership to planning staff and to develop cooperative working relationships with co-workers, senior management

Project and Budget Management:

- Oversee planning and execution of transit projects, including route expansions, infrastructure improvements, and service enhancements.
- Develop and manage the budget for the planning department, ensuring financial sustainability and accountability.
- Help identify opportunities for cost savings and revenue generation through grants.

Leadership Skills:

- Strong leadership and team management skills, with the ability to inspire and guide a dynamic team.
- Proven experience in a senior planning role within the transit or transportation sector.
- Ability to plan, organize, assign, direct, review and evaluate the work of staff.
- Ability to provide for professional development of staff.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to demonstrate conflict management skills.
- Knowledge of analytical skills necessary to develop and implement mission, goals and procedures.
- Knowledge of administration and supervision of staff and activities.
- Knowledge of basic budgetary principles and practices.
- Ability to demonstrate initiative and independent judgment.

Experience and/or Educational Requirements: Position requires an advanced degree in Transportation, Urban Planning, Environmental Policy, Civil Engineering, or related field; five years of relevant experience, including 2 years of supervisory experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

Core Values:**Teamwork:**

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater; much more than the collection of individual efforts

Safety:

- Ensuring the safety of everyone
- Believing that every accident can be prevented
- Having a constant eye to safety in all aspects

People Centric:

- Respecting diversity/individual differences
- Treating everyone fairly, consistently and equitably

- Valuing everyone: co-workers, customers, each other, stakeholders

Service Excellence:

- Providing the best customer service to everyone, both externally and internally
- Routinely exceeding expectations
- Serving our customers and each other

Integrity:

- Always demonstrating honesty, trust, character and fairness without compromising the truth
- Showing high regard for civility, equity/fairness and human dignity
- Having the courage to do the right thing

Action Ready:

- Sharing one goal, one mission
- Keeping commitments
- Giving more than is expected, willingly, without hesitation and without direction