

# Transit Planner/Project Manager – Extra Help

## Temporary 18-Month Position

The SCTA is seeking a project manager with transit planning experience to guide the coordination and integration of three local bus systems.

This temporary position will be part of a small, collaborative team tasked with increasing bus ridership through improved service and will lead the effort to improve integration of transit routes and schedules, fares, web sites, training, marketing and communication as set forth in the Transit Integration and Efficiency Study ([link](#)) and funded through the MTC Blue Ribbon Task Force. This integration work will set the foundation for future unified transit branding.

The position requires excellent project management skills, knowledge of transit planning and operations, and experience managing consultants, contracts and grants.

### ***Key Duties and Responsibilities***

- Manage technical service planning, surveys, outreach, and marketing tasks
  - Hire consultants and manage contracts as needed
- Organize committee meetings, lead meetings, take minutes
- Track and report on contract deliverables
- Research and institute best practices
- Public engagement and presentations to groups
- Write and edit letters, memos, and proposals

Candidates should have:

- Excellent communication, organization, and project management skills
- Experience managing contracts and consultant teams
- Working knowledge of transit planning and public engagement
- Working knowledge of Microsoft Office Products

Desirable skills include:

- Working knowledge in transit service planning, operations, fare structures, marketing, and public engagement tools
- Experience with intergovernmental agency agreements
- Fluency in Spanish
- Ability to work remotely and in person as needed

### ***Minimum Qualifications***

Bachelor or master's degree in planning or similar field.

Three to five years of professional level experience working in transit, transportation planning, project management, or a closely related field.

The Transit Planner/PM position is considered an extra help employee of the SCTA. The initial contract is expected to be 30 hours/week for a period of 18-months, with possibility for extension. SCTA would consider additional hours or a longer period, depending on experience of the candidate or as needed. The position is extra help; benefits are described in the SCTA Personnel Policies ([link](#)). Compensation depends on qualifications and experience with a range of \$49-\$60/hourly.

### ***General Overview of SCTA/RCPA***

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2009 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

The Transit Planner/PM is selected by the Executive Director and reports to the Senior Transportation Planner responsible for transit and active transportation. Combined, the SCTA/RCPA have a staff of fourteen and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs, and operations.

### ***Application Instructions***

Interested applicants should submit a cover letter, resume, and completed [supplemental questionnaire](#) via email to Margaret Fernandez [margaret.fernandez@scta.ca.gov](mailto:margaret.fernandez@scta.ca.gov). This recruitment will remain open until filled.