

ASSISTANT PLANNER – GRANTS AND PROGRAMMING

STATUS: Non-Exempt

SALARY: \$60,325 - \$83,325 per year
(\$29.00 - \$41.02 per hour)**SUMMARY**

Under the direction of the Grants and Programming Manager and responsible to the Director of Administration, EEO, the Assistant Planner serves in a support role. This position is the entry level class within the Planner series. Positions at this level may perform some of the duties of the higher-level class, yet receive more instruction and assistance, and are not expected to perform at the same level as the higher-level class. As experience is gained, the Assistant Planner will become more aware of operating procedures and policies within the work unit and will be expected to work more independently.

The Assistant Planner's work is split between the Altamont Corridor Express (ACE) commuter rail transit service and San Joaquins intercity rail services. For ACE, the work is focused on the existing ACE services and the ACE improvement and expansion program known as "Valley Rail". A goal of Valley Rail is to expand ACE to serve northern and central California communities.

The Assistant Planner assists in planning, grants management, and programming tasks for ACE and the San Joaquins service improvements and expansion. The Valley Rail Program includes a number of projects and initiatives to increase the frequency for both ACE and the San Joaquins service.

This position will perform short- and long-range planning, agency coordination, grants management, 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 is highly desired.

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 (SJRRC) 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.

SJRRC 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.



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. All offers of employment are conditional and may be rescinded upon receipt of the results of a drug and alcohol test, background report, and/or physical examination.

TO APPLY

To view current employment opportunities or to apply, please click on the following link:

[Job Listings - San Joaquin Regional Rail Commission \(applicantpro.com\)](http://www.applicantpro.com)

Applicants must submit both a resume and employment application to be considered. Applications may be downloaded from the SJRRC website at www.sjrrc.com or picked up from the address below. Resumes and employment applications may be submitted by email to hr@acerail.com or mailed to:

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

SJRRC is an Equal Employment Opportunity (EEO) Employer. Click [here](#) to view SJRRC's EEO Policy Statement.

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.
For more information about Amtrak San Joaquins, please visit www.amtraksanjoaquins.com.

GENERAL EMPLOYEE BENEFITS PACKAGE

San Joaquin Regional Rail Commission (Rail Commission) offers an attractive benefits package, including:

Retirement: The Rail Commission contributes the equivalent of 15% of all regular full-time employee's base salary to a defined contribution plan (401(a); five-year vesting program.

Deferred Compensation: All regular full-time employees may contribute a portion of their salary on a tax-deferred basis to a defined contribution plan (457), up to the maximum allowable under IRS rules.

Medical Insurance: Employees have the choice of PPO or HMO plans. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Vision Insurance: PPO Plan. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Dental Insurance: PPO Plan. The Rail Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Life Insurance: 100% of base salary up to \$200,000 of coverage paid for by the Rail Commission. Employee pays 100% of dependent life. Employee Basic Life benefit is reduced to 35% at Age 65 and 15% at Age 70.

AD&D: The Rail Commission pays 100% of premium for employee.

Long-Term Disability: The Commission pays 100% of premium for employee.

Supplemental Benefits: Supplemental benefits are offered through Allstate and are paid 100% by employee.

Vacation:

All regular full-time employees accrue vacation based on their continuous length of service, measured from date of hire and on the following schedule:

Date of hire through the 4 th year	10 days
5 th year through 9 th year	15 days
10 th year through 15 th year	20 days
16 th year and thereafter	25 days

Holidays: 10 paid regular holidays per year. 4 paid floating holidays per year accrued at the rate of one (1) day per fiscal quarter. Floating holidays may be accumulated up to a maximum of six (6) days.

Sick Leave: 12 days per year.

Employee Assistance Program (EAP): The Rail Commission has an Employee Assistance Program (EAP) available to all employees at no cost.