



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB POSTING – #2023-30

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Director of Planning

FLSA Status: Exempt

Work Location: Staples Street Center; location varies

Department: Service Development

Pay Grade: 37 Salary: \$111,729.29 - \$182,119.81
Annually (Min-Max)

Reports To: Managing Director of Operations

Work Schedule: Monday – Friday 8:00 AM – 5:00 PM

General Summary: Under direct supervision of the Managing Director of Operations, this position is responsible for directing and managing the Corpus Christi Regional Transportation Authority's (CCRTA) Service Development Department functions. The Director of Planning will lead the development of the system-wide transit services program including public and stakeholder outreach activities, oversee the Federal Transit Administration (FTA) Title VI of the Civil Rights Act of 1964 requirements, support National Transit Database (NTD) reporting efforts, conduct ridership and performance reporting, and manage projects and third party service contracts for the agency.

Essential and Marginal Job Functions: *Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:*

- Leads the development of the transit services program, including specific preparation of the service elements of that program; and provides linkage between the current and multi-year planning horizon involving operating and capital improvements.
- Manages professional staff to effectively plan and recommend implementation of new and restructured local and regional transit services.
- Administers and implements new and modified transit service improvements consistent with service plans while working closely with other departments.
- Ensures the transit services program is consistent with CCRTA's strategic initiatives and annual budgeting process.
- Develop short and long-range service plans in alignment with estimates for resource requirements, service costs, FTA Title VI compliance, Justice40 Initiative and Environmental Justice Policies, and ridership projections.
- Coordinates community outreach activities and supports public hearings per FTA requirements.
- Keeps abreast of major development plans, and local, regional, and state demographics, and maintains knowledge of transportation programs and projects.
- Supervises review and comments regarding land use plans, transportation plans, area development plans, and other plans impacting transportation services and infrastructure.
- Completes FTA Title VI of the Civil Rights Act of 1964 requirements including triennial program updates and service equity analysis.
- Recommends regular updates to Service Standards policy.
- Oversees consultant and third-party service contracts.
- Assists with grant applications to obtain funding.
- Prepares ridership and performance reports and supervises special studies and requests.
- Supports NTD reporting, NTD passenger miles traveled sampling, and FTA Triennial Review.
- Develops long-term detours in coordination with multiple departments.

- Supervises updates to the bus stop database containing customer amenities.
- Ensures that all planning-related complaints or comments are appropriately handled in a timely manner.
- Conducts ridership and performance evaluations on transit services and performs field work as needed.
- Keeps abreast of legislation and regulations affecting planning activities.
- Meets and participates with members of the public, stakeholders, and other organizations to respond to questions on subjects relevant to a specific area or to transportation planning in general.
- Gives presentations that require strong public speaking skills to present detailed technical information to the public, the Board of Directors, and other organizations.
- Perform other duties as assigned.

It is CCRTA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. To request an ADA accommodation regarding employment, please contact the Human Resources Department.

Qualifications include:

Knowledge of:

- Business and management principles involved in transportation planning, resource allocation, leadership techniques, and coordination of people and resources;
- Innovative transit service design solutions, FTA Title VI requirements, Americans with Disabilities Act compliance, scheduling, run cutting, and rostering practices;
- Effective service delivery options and workforce utilization practices including scheduling software applications;
- Project management principles and tools;
- Customer service;
- Geographical Information Systems (GIS) methods;
- Local, state, and federal planning regulations.

Ability to:

- Communicate effectively verbally and in writing;
- Manage people, train staff, and willingly foster a positive work environment;
- Exercise independent judgment and responsible decision-making;
- Work cooperatively within a team environment;
- Manage multiple complex issues and projects under strict deadlines;
- Make effective presentations to the Board of Directors and other parties;
- Interpret and comply with relevant regulatory requirements;
- Comply with CCRTA policies and procedures.

Skills to:

- Effectively lead teams to achieve positive results;
- Manage complex consulting and third-party contracts;
- Demonstrate strong analytical, problem-solving, and negotiation skills, preferably in an environment with multiple departments and dispersed personnel;
- Demonstrate excellent interpersonal relationship and team-building skills;
- Proficiency in Microsoft Excel, PowerPoint, Access, Word, and/or similar application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

Education: Bachelor's degree from an accredited college or university in Transportation or Urban Planning, Transportation Engineering, or a related field. A Master's degree is highly preferred.

Experience: Five (5) years of progressively responsible public transportation planning including three (3) years directing and overseeing professional staff involved with transit projects, system, strategic, and capital planning.

License or certificate: Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles. American Institute of Certified Planners (AICP) is highly preferred.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate-controlled office environment in a seated position for prolonged periods of time. Duties require sufficient mobility to work in a typical office setting and use standard office equipment. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential & marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10 lbs.