



SENIOR TRANSIT PLANNER (GRANTS MANAGEMENT) *or* **TRANSIT PLANNER II**

DEPARTMENT OF PUBLIC WORKS AND UTILITIES **CITY OF PETALUMA**

SENIOR TRANSIT PLANNER SALARY: \$95,700–\$116,313* DOE/DOQ

TRANSIT PLANNER II SALARY: \$86,902–\$105,643* DOE/DOQ

**These positions are scheduled to receive a 4% adjustment increase, pending final approval by the City Council in September 2023.*

THE CITY OF PETALUMA SEEKS its next exemplary public servant to serve as the City's Senior Transit Planner OR Transit Planner II to join the Transit Division. The City is looking to hire one candidate for either of these roles. The Senior Transit Planner helps lead the Transit Division, potentially overseeing several staff and an annual budget of approximately \$4 million dollars. This senior-level position requires a strong background in finance and grants management, along with administrative and leadership skills. The position will potentially help to present on projects to various boards and commissions representing Petaluma Transit. The Transit Planner II position assists with the day-to-day operations of the Division, such as transit route development, scheduling, short-term planning, operations, and GIS projects. These positions allow for career growth and the opportunity to gain a diverse skillset, leading to an increase in responsibilities and potentially supervisory functions. The Division is looking for a candidate who is collaborative, communicative, flexible, and pushes for innovation and out-of-the-box thinking to join its close-knit team of transit professionals. *If you're interested in working for a full-service transit agency that offers the opportunity to work on a variety of forward-looking projects, apply today!*

#PETALUMAPROUD: A CITY THAT WORKS FOR EVERYONE

OUR CITY HAS AN ENORMOUS amount of civic pride which celebrates multiple approaches and points of view. When we say we are a City that “Works for Everyone,” we mean everyone. To do that successfully, we are creating a workforce that is inclusive and listens to the multitude of voices and views of our employees. Diversity is an integral part of our organization’s identity. Inclusion is the way we treat and perceive our differences. Equity is treating all our employees fairly and acknowledging that everyone has value. This drives our innovation and motivation and brings us even closer to our community.

The City also understands that as the world evolves, so should the way we work. As such, we:

- ▶ Offer flexible work schedules and paid parental leave.
- ▶ Expect staff to work hard AND have time to enjoy their life outside of work.
- ▶ Embrace meaningful work in a safe work environment.

THE CITY/COMMUNITY

THE CITY OF PETALUMA, LOCATED 40 MILES NORTH of San Francisco in Sonoma County, is a full-service, charter city with eight departments overseeing the City’s essential core functions of public works, police, fire, infrastructure, water utilities, development review, in addition to administrative and support services. The City also maintains a marina, airport, and manages a public transit service. Petaluma is led by six City Council Members and the Mayor in a Council-Manager form of Government. Petaluma employs over 400 employees who serve a population of 62,000 people. Petaluma has a vibrant history, excellent public amenities, a robust business community, a strong focus on sustainability and climate action, and a diverse housing program. As a member of the City of Petaluma’s team, you’re a part of a dedicated and vibrant team that is committed to finding cutting-edge strategies to keep the City at the forefront of innovation. To learn more about the City’s leadership, [click here](#).

Life in Petaluma is the perfect mix of city and country, and innovative, quirky, and conventional. You can ride transit throughout the eclectic downtown area, do a quick errand run, see some art from Burning Man, and go to the symphony all in the same day. If you’re looking for something active to do, the City has countless biking, hiking, and recreational opportunities. Want some culture? Check out Petaluma’s thriving arts, music, and shopping scene. When it’s time for a bite to eat, check out Petaluma’s many local restaurants, wineries, and craft breweries. This is a place that celebrates family and cultural diversity. But, most of all, Petaluma is a community of people who care about making this a place they’re proud to call home.

Find out more in the [Petaluma Career & Lifestyle Guide](#).

CLICK LINK

THE DEPARTMENT

THE PUBLIC WORKS AND UTILITIES DEPARTMENT (DEPARTMENT) provides essential services for the City’s public facilities, transit and transportation systems, streets, streetlights, and traffic control devices; marina and airport, water, wastewater and stormwater infrastructure; fleet; and the Ellis Creek Water Recycling Facility. The Department’s approximately 122 staff are committed to delivering excellent service to the community through dedication and innovation. The Department has an operating budget of approximately \$86.8 million and is comprised of the following operating units: Administration; Engineering; Environmental Services; Operations; Transit; Airport; Marina; Capital Projects; and Development Engineering.

Petaluma Transit (Division) is led by the City’s Transit Division Manager to provide in-house, full-service transit services in the areas of marketing, planning, finance/grant management, operations, inter-agency coordination, and compliance activities. The Division works closely with MV Transportation—the contractor that provides the operations, maintenance, and daily service delivery for the City’s transit. The culture of the Division is one that encourages cutting-edge thinking and welcomes input from staff of all levels when working toward the Division’s and City’s goals.

LEARN MORE ABOUT THE DIVISION’S STRUCTURE



THE JOB & IDEAL CANDIDATE

Senior Transit Planner

THE SENIOR TRANSIT PLANNER OVERSEES the development and management of the Transit Division grant program and will be responsible for managing an annual budget of approximately \$4 million. This role requires strong financial acumen, since the Senior Transit Planner oversees budgets, funding, grants, expenses, auditing processes, and the day-to-day finances of the Division. Much of this role involves grant management, coordinating the preparation of the Petaluma Transit Short-Range Transit Plan, reviewing transit-related development applications, and supporting oversight of the Division's programs and initiatives. In addition to having strong financial acumen, this role requires expertise in project management. The Senior Transit Planner will not only write and secure grant funding but will also be responsible for leading the grant-funded projects from start to finish. Candidates must also be analytical in nature, as this role involves cost analysis, transportation planning, and research.

While the Senior Transit Planner will not initially be overseeing staff, there may be opportunities in the future to manage staff directly. The position helps to provide oversight of the MV Transportation contracted transit staff of over 40 employees. They will have a sense of professionalism as they represent the City on committees, with outside organizations, and in staff subcommittees. The selected candidate will understand the importance of compliance with federal, state, and local guidelines and regulations and will be highly organized, data-minded, and attentive to detail.

MINIMUM QUALIFICATIONS

By the start date of employment, any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities is described below:

- ▶ A Bachelor's degree from an accredited college or university with major course work in urban & regional planning, public or business administration, transit or transportation management, accounting, finance, economics, or a closely related field.
- ▶ Four years of professional grant development and planning experience, including budgetary or financial analysis experience.
- ▶ Possession of a valid California Class C driver's license.

Desired

- ▶ Experience working with a public transit agency.



THE JOB & IDEAL CANDIDATE

Transit Planner II

THE TRANSIT PLANNER II SUPPORTS the daily operations of the Division and will report to the Transit Manager. These positions perform many planning duties, such as designing and modifying transit routes, preparing operator bid materials, and developing GIS maps. The Transit Planner II must be data-minded, as they run statistical analysis, prepare complex spreadsheet models, perform ridership analysis, maintain project databases, and analyze operational data.

The ideal candidate has a growth mindset and is excited at the opportunity to jump into a high-energy and customer-service-focused department. This position will need to be familiar with rules, regulations, and laws affecting transportation systems and able to adapt quickly. They are highly analytical and communicative, using their research and findings to make transit recommendations. Candidates should be eager to work with others and establish positive working relationships in and outside of the Division. Successful candidates will be technically savvy and have experience using specialized software systems.



MINIMUM QUALIFICATIONS

By the start date of employment, any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities is described below:

- ▶ A Bachelor's degree from an accredited college or university with major course work in urban & regional planning, business or public administration, or a closely related field is required.
- ▶ Two years of professional experience in transportation planning or a closely related field.
- ▶ Possession of a valid California Class C driver's license.

Desired

- ▶ Experience working with a public transit agency.



FUTURE PROJECTS, CHALLENGES, & OPPORTUNITIES IN THE TRANSIT DIVISION

- ▶ Converting the City's bus fleet to zero emissions by 2030
- ▶ Implement innovative service models to complement and feed into fixed routes (e.g., microtransit, TNC partnerships)
- ▶ Updating the **short-range transit plan**
- ▶ Implementing the **City Climate Action Plan**
- ▶ Regional coordination with other Bay-area Transit agencies
- ▶ Manage and oversee the Petaluma Transit grant portfolio and a combination of local, state, and national grant programs including identifying and applying for grants
- ▶ Establishing transportation network company partnerships
- ▶ Designing and implementing regional planning initiatives
- ▶ Leading the City's efforts in coordinating a multi-agency effort to implement the **Petaluma Bikeshare program**
- ▶ Implementing the citywide Fare Free Transit program

[CLICK LINK](#)





SALARY & BENEFITS

Senior Transit Planner: \$95,700–\$116,313*

Transit Planner II: \$86,902–\$105,643*

**These positions are scheduled to receive a 4% adjustment, pending final approval by the City Council in September 2023.*

BENEFITS. An attractive benefits package that includes a retirement pension, medical, dental and vision benefits, lifestyle perks, paid time off (vacation, sick leave, parental leave, etc.), wellness benefits, and more!

[LEARN ABOUT THE BENEFITS FOR THESE POSITIONS](#)

[ACCESS THE APPLICABLE MOU HERE](#)



HOW TO APPLY

For first consideration, apply **ASAP** by completing an application and attaching your cover letter and resume at:

[W B C P J O B B O A R D](#)



SAVE THE DATES. Interviews will take place as qualified candidates apply.

QUESTIONS? Please contact Administrative Manager, Chelsea Green, with any questions:
cgreen@cityofpetaluma.org | 707.776.3623