



Riverside Transit Agency

invites your interest in the position of

Director of Planning





The Opportunity

The Riverside Transit Agency (RTA), in Riverside, California, is conducting a national search for an experienced and innovative transit professional to serve as their next Director of Planning. The ideal candidate will be a collaborative and solution-oriented member of the Agency's executive team. The incoming Director must possess strong leadership skills, work to develop a cohesive team, and build support for the Department's short- and long-range planning goals.

The ideal candidate will have demonstrated transit planning experience and will need vision to lead the Agency's planning efforts for transit service.



The Agency

The Riverside Transit Agency (RTA) was established as a Joint Powers Agency on August 15, 1975 and began operating bus service on March 16, 1977. RTA is the Consolidated Transportation Service Agency for western Riverside County and is responsible for coordinating transit services throughout the approximate 2,500 square mile service area, providing driver training, assistance with grant applications and development of Short-Range Transit Plans (SRTPs). RTA provides both local and regional services throughout the region with 33 local fixed routes, four CommuterLink express routes, and Dial-A-Ride services using 334 vehicles. In the cities of Corona, Beaumont, and Banning, RTA coordinates regional services with municipal transit systems. In Riverside, RTA coordinates with the city's Riverside Special Services, which provides ADA complementary service to RTA's fixed-route services.



MISSION STATEMENT

The Riverside Transit Agency, Riverside County's multi-modal transportation provider, shall provide for a variety of transportation needs in a cost-effective and efficient manner for all the residents of our member communities. The Agency is committed to providing safe, reliable, courteous, accessible, and user-friendly services to our customers.

CORE VALUES

RTA's four core values are the foundation for our success both on and off the streets. With them, we are propelled to explore the possibilities of public transportation by providing relevant service, by making our product innovative and necessary, by building a talented and diverse team of employees, and by making a positive impact on the people and the communities we serve. Our four core values are safety, customer service, image, and efficiency.

BOARD OF DIRECTORS

RTA is governed by a board of directors comprised of 22 elected officials from 18 cities in western Riverside County and four members of the County Board of Supervisors. The member jurisdictions include the cities of Banning, Beaumont, Calimesa, Canyon Lake, Corona, Eastvale, Hemet, Jurupa Valley, Lake Elsinore, Moreno Valley, Menifee, Murrieta, Norco, Perris, Riverside, San Jacinto, Temecula, Wildomar and the unincorporated areas of Riverside County Supervisorial Districts I, II, III and V.

CLEAN FUEL BUSES

Transportation plays a pivotal role in continuing to enhance our environment. Bus service, in and of itself, improves air quality by giving the public an alternative to driving their cars. The air-quality benefit of transit is enhanced with the use of cleaner, low-emission buses. RTA continues its commitment to promoting cleaner air in our community by operating CNG buses. Because of extensive investment in CNG technology and fueling stations in Riverside and Hemet, RTA has become a fueling station for CNG vehicles operated by several agencies including Omnitrans and the City of Riverside.

The Position

This high-level position reports to the Chief Executive Officer (CEO). The Director of Planning is responsible for leading and directing the Agency's planning activities, supervision, and coordination of staff, program activities, and other partnerships associated with administration and implementation of the Agency's planning activities and project development, ensuring compliance with regulatory requirements. This position will oversee a small team of RTA staff.

Essential Duties:

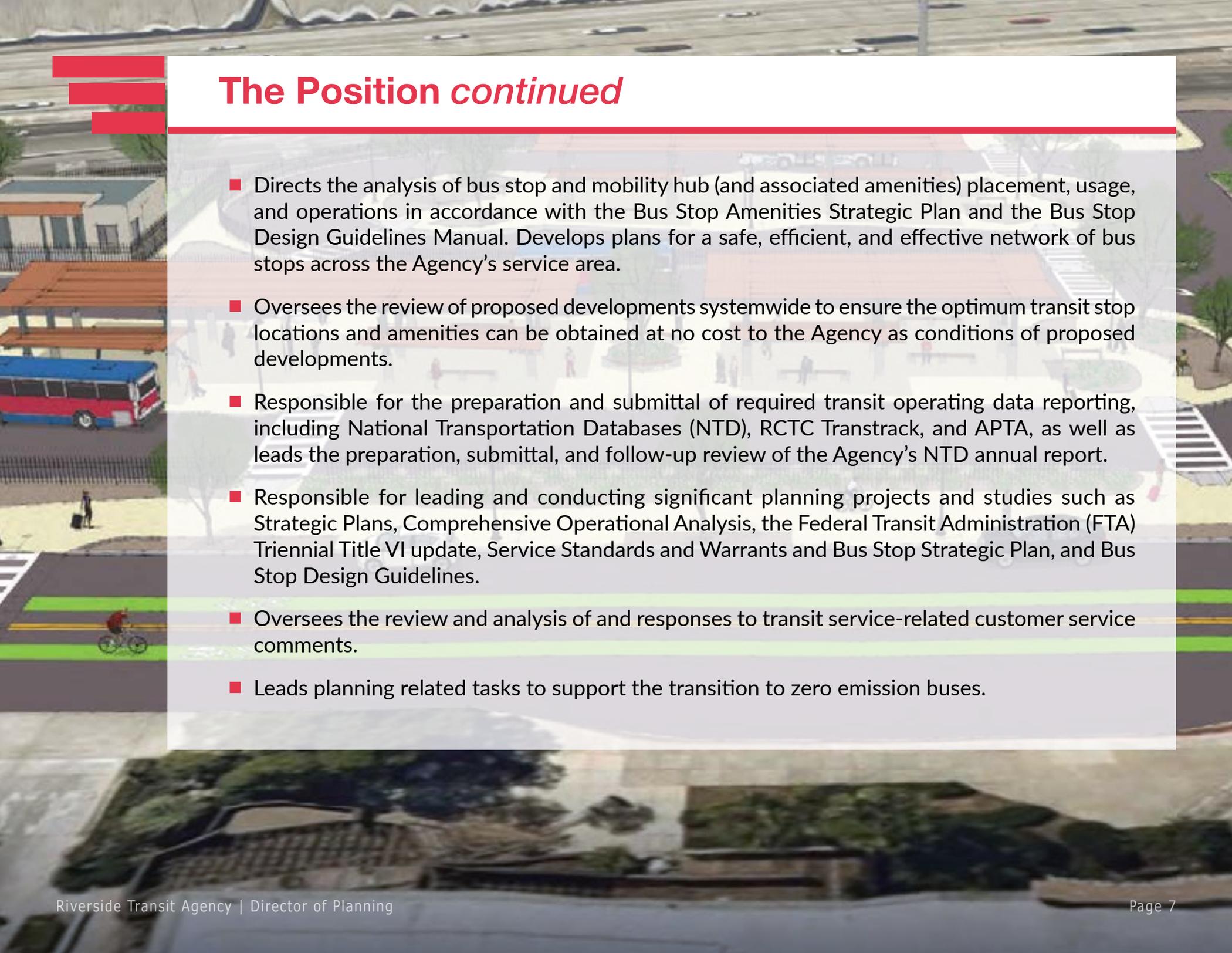
- Develops projects and identifies programs, policies, and funding strategies to deliver them, including grant funding, Public/Public and Public/Private Partnerships (PPP).
- Prepares grant applications, reports, and amendments according to required formats and submits to applicable funding agency.
- Prepares reports, policies, and documents to ensure the Agency complies with the various rules and regulations that are the conditions of receiving grant funding.
- Responsible for the preparation and maintenance of reporting data used in the planning process, including data utilized for SRTPs, the Regional Transportation Plan/Sustainable Communities Strategy, Transit Improvement Plans (TIPs), and five-year capital improvement programs.
- Responsible for leading and conducting significant planning projects and studies such as strategic plans, short- and long-range service plans, zero emission bus deployment plans and various other planning projects as needed.
- Acts as the Agency's liaison to federal, state, and local planning, programming, and funding agencies.
- Works with private and public agencies such as member cities, Riverside County Transportation Commission (RCTC), Western Riverside Council of Governments (WRCOG), Southern California Association of Governments (SCAG), California Department of Transportation (Caltrans), Federal Transit Administration (FTA), school districts, private businesses, developers, etc. to accomplish the objectives of the Agency.

The Position *continued*



- Leads and coordinates plans, programs, and projects between JPA members, local and regional transit providers, and other government agencies.
- Prepares Planning Department budget and assists with the Agency budget preparation and the development of funding strategies.
- Leads the development of the annual service plan and the annual SRTP.
- Leads the analysis and evaluation of operational and financial data to assess transit service performance.
- Leads the development of the Microtransit service plan including software acquisition and project delivery plan.
- Leads the development of recommendations to best match transit service supply and demand and optimize the transit network to maximize ridership within the operational and financial constraints and goals of the Agency. This includes design of route and/or schedule and stop changes systemwide for incorporation into Agency plans and budgets.
- Responsible for coordinating agency-wide implementation of three service changes per year, for both directly operated and contracted services, including schedule changes, route changes, the associated optimum vehicle, and operator scheduling and rostering.





The Position *continued*

- Directs the analysis of bus stop and mobility hub (and associated amenities) placement, usage, and operations in accordance with the Bus Stop Amenities Strategic Plan and the Bus Stop Design Guidelines Manual. Develops plans for a safe, efficient, and effective network of bus stops across the Agency's service area.
- Oversees the review of proposed developments systemwide to ensure the optimum transit stop locations and amenities can be obtained at no cost to the Agency as conditions of proposed developments.
- Responsible for the preparation and submittal of required transit operating data reporting, including National Transportation Databases (NTD), RCTC Transtrack, and APTA, as well as leads the preparation, submittal, and follow-up review of the Agency's NTD annual report.
- Responsible for leading and conducting significant planning projects and studies such as Strategic Plans, Comprehensive Operational Analysis, the Federal Transit Administration (FTA) Triennial Title VI update, Service Standards and Warrants and Bus Stop Strategic Plan, and Bus Stop Design Guidelines.
- Oversees the review and analysis of and responses to transit service-related customer service comments.
- Leads planning related tasks to support the transition to zero emission buses.

The Ideal Candidate

The ideal candidate will be a strategic, collaborative, and innovative leader, who is organized and able to prioritize and adapt quickly to changing priorities. Excellent communication and interpersonal skills are necessary to build strong business relationships with other local jurisdictions and other business partners. This is an excellent opportunity for an industry professional to help shape the transit services of Riverside County from a planning and project delivery perspective.

Key Attributes and Characteristics

- Strong organizational and planning skills with in-depth knowledge of federal, state, and local laws relating to transit planning and development.
- Excellent written, verbal, and interpersonal skills with the ability to command confidence and respect while negotiating through complex issues and challenges.
- Employment of leadership in policy formulation in support of the Agency on myriad subjects including planning and implementing service changes, developing long- and short-term strategic plans, and other matters.
- Politically astute, forward-thinking, resourceful, and an excellent staff manager who is able and willing to listen to and work collaboratively with the CEO, staff, the Board of Directors to affect improved transit services in Riverside County.
- An effective manager of projects and people. A team builder and collaborator who exhibits leadership and a positive presence while building and maintaining effective relationships.
- Flexible and innovative in presenting solutions and strategies.
- Extensive knowledge of current trends and best practices that impact and influence all aspects of transit planning.
- Ability to clearly explain complex issues to a wide variety of constituents.

The Qualifications

This position requires a Bachelor's degree from a four-year college or university in business, public administration, or a related field (Master's Degree is preferred) with a minimum of five years of senior management level experience in grants administration, public transit, urban planning, fixed route operations scheduling, or operations; or an equivalent combination of education and experience. Direct transit planning experience is preferable.



Compensation and Benefits

The annual salary range for the Director of Planning position is \$119,816 to \$197,696 and will be based on qualifications and experience. In addition, the following benefits are provided: CalPERS retirement plan is 2% @ 55 for classic members and 2% at 62 for PEPRA members. The Agency offers a competitive benefit package for the selected candidate and includes auto allowance, vacation, and other annual leaves and contributes 90% toward medical insurance for employee and family coverage. Relocation and moving assistance may also be available.

To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Interested candidates are encouraged to apply immediately and no later than **Wednesday, February 9, 2022**. Electronic submittals are required to Ralph Andersen & Associates at apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume. Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site panel interview. Contact Mr. Fred Wilson at (916) 630-4900 for additional information. Confidential inquiries are welcomed.

Riverside Transit Agency is an Equal Opportunity Employer

www.riversidetransit.com