Western Contra Costa Transit Authority (WestCAT) provides local fixed route, express, and paratransit public transportation services to the cities of Pinole and Hercules, and the unincorporated communities of Rodeo, Crockett, and Tara Hills in Western Contra Costa County. In addition, WestCAT provides commuter Transbay bus service between the Rodeo/Hercules area to the San Francisco Salesforce Transbay Terminal.

TRANSIT PLANNER POSITION
The Planner position will be responsible for assisting in the development of the Authority’s long range, short range, and capital planning forecasts, and provision of technical and analytical resources to the General Manager to enable the Authority to provide safe, reliable, and effective transit service which responds to the community and passenger needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Participation in the Authority’s planning function
- Participation in the process of service level evaluation and design
- Participation in the creation of action plans which will provide for service improvements and expansions as additional funding resources become available.
- Participation in the development of procedures and methodology for reporting and analysis of data to establish trends, measure performance, and indicate needs for service improvements.
- Participation in monitoring measurable goals and objectives for the performance of the transit system.
- Participation in public outreach efforts, including surveys to solicit input on service changes.
- Development and preparation of the Short-Range Transit Plan and special planning studies and projects as needed
- Route and Schedule planning, development, and production.
- Other duties as assigned

Provide Liaison to:
- Various city/county staff and agencies
- Various regional transportation agency communities
- Metropolitan Transportation Commission (MTC) committees
Participate in service development activities including:

- Route design
- Bus stop locations
- Service performance analysis and adjustments
- Response to and generation of specific proposals
- Provide support to Marketing and Community outreach efforts.
- Local jurisdiction development projects

KNOWLEDGE, SKILLS & ABILITIES

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to understand principles and practices of data collection, analysis and reporting.
- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from managers, customers, and the general public.
- Ability to interpret and apply Federal, State, and local regulations governing public transit systems.
- Working knowledge and comfort level with PC-based Windows software.
- Experience in using transit scheduling software, APC, and GTFS feed data.

MINIMUM QUALIFICATIONS
Bachelor's degree from a four-year college or university, and at least two years related experience and/or training, or an equivalent combination of education and experience.

COMPENSATION
Salary Range - $70,000-$105,000- Dependent on Experience. Medical and Dental coverage is provided by WestCAT. In addition, WestCAT covers the employer’s contribution toward a 2% at 62 defined benefit retirement program administrated by CalPERS.

APPLICATION
The position is open until filled, but WestCAT encourages interested applicants to apply as soon as possible. To apply submit a cover letter and current resume by email to rob@westcat.org or by mail to:

    Rob Thompson
    General Manager
    WestCAT
    601 Walter Ave
    Pinole
    CA 94564

DISCLAIMER:
WestCAT is an equal-opportunity employer. Women, minorities, and disabled individuals are encouraged to apply. Applications will be considered without regard to race, color, ancestry, national origin, religious creed, gender, sexual orientation, marital status, veteran status, age, medical condition, or disability.