

JOB DESCRIPTION

Job Title: Director, Planning & Development

FLSA Status: Exempt

Salary Grade: 13

PURPOSE OF POSITION

The Director, Planning and Development, will oversee the planning and grant development activities for SCRRRA.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a series.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from Executive level management
- Responsible for managing and monitoring work performance of a division or department

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Develop, implement, and execute Agency strategic plans including the actual Strategic Plan, Short Range Transit Plan, Asset Management Plan and Rail Fleet Management Plan.
- Develop Agency Capital Programs and Pursuit of Funding and Grants to support the Capital Programs.
- Develop, coordinate, and administer the short and long-range Capital funding and operating plans for the SCRRRA system and integrate with all SCRRRA initiatives, programs, and projects.
- Provide analysis of rolling stock needs and a development of rolling stock funding strategy.
- Develop state and federal initiatives for funding sources to define and develop grant programs for SCRRRA.
- Plan, organize, and direct the activities of the Planning and Development Department. Develop, implement, and administer multi-year and near-term goals and objectives, as well as policies and procedures necessary to provide quality service.
- Collaborate with all departments to develop the annual business plans consistent with department goals and the Strategic Plan.
- Incorporate metrics into the business plans that are measurable and develop regular reporting formats to show progress against the plan.
- Prepare Board reports, briefings and presentations.
- Utilize a variety of advisory and design data and information such as surveys, service measurement results, budgets, requisition requests, personnel records, time sheets, expense reports, legal opinions, reports, policy manuals and other documents to obtain information, draw conclusions, and recommend actions.
- Oversee and participate in the development and administration of the departments annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.



- Acquire approvals with Caltrans and Federal Transit Administration on the benefits and priorities for SCRRRA grant-funded projects.
- Establish training needs within the division and ensure that staff meets objectives and expectations in an appropriate and effective manner. Monitor and evaluate staff performance and provide feedback, coaching and/ or positive recognition.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Master’s Degree in Urban or Transportation Planning, Engineering or a related field.
- A minimum of ten (10) years of work experience in a similar function performing the duties described in the job duties and responsibilities section of this document.
- A minimum of five (5) years of experience in a supervisory position.
- A minimum of five (5) years of experience working with financial models, summarizing data, and preparing reports with trend analysis and drawing conclusions based on analyses.
- A combination of training, education, and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- American Institute of Certified Planners (AICP) Certification

Knowledge, Skills, and Abilities

Knowledge of:

- Capital project planning
- Management and organizational analysis
- Financial planning, Operations planning and Engineering analysis
- Federal and state requirements for plan development and capital funding programs
- Project Management

Skilled in:

- Planning
- Organization and time management
- Project management
- Performance measurement
- Verbal and written communication
- Oral presentations and training
- Technical writing, communication, and analysis review

Ability to:

- Work on complex problems where analysis of situation or data requires an evaluation of intangible variance factors



- Work with federal and state program managers
- Manage staff and contracted consultants
- Package project assets to garner favorable evaluations in grant programs
- Articulate strategies that incorporate a balance among operational analysis, capacity analysis, service effectiveness and efficiency, financial analysis and market research
- Build active working relationship with funding agencies

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: August 2025

