

JOB DESCRIPTION

Job Title: Planning Manager I

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Planning Manager will develop and manage the Strategic Plan, balancing safety, growth and rehabilitation while working closely with funding agencies, and other SCRRRA departments to identify the correct mix of funding and projects. This position is responsible for developing short- and long-range strategic plans.

DISTINGUISHING CHARACTERISTICS

This is the first level of the Planning Manager Series. At this level, incumbents may independently represent the organization. May be responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from director or executive level roles
- Responsible for supervising and monitoring performance for a regular group of employees or a 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.

- Perform research using advanced analytical and planning methods and metrics with the goal of achieving cost savings, revenue enhancements, and/or improved processes.
- Manage inter-departmental projects and consultant studies to provide research and analysis in support of key agency goals and initiatives.
- Develop short and long-term forecasts on budgets and operations. Develops planning documents.
- Assist in preparation of grant applications and grant amendments as needed. Communicates with external granting agencies on grant questions and comments. Determines funding eligibility for various projects. Researches grant compliance issues and assists in grant audit process as needed.
- Develop and maintain relationships with service partners such as other transit operators to improve coordination between services. Pursue opportunities to improve service coordination through better communication and processes. Collaborate on ways to better integrate services to the benefit of both riders and participating agencies.
- Collaborate with SCRRRA staff and stakeholders to develop, monitor and modify the SCRRRA strategic plan.
- Communicate and implement policies and procedures that support the SCRRRA safety vision, growth projections and rehabilitation requirements.
- Serve as lead in preparing Title VI triennial report; Title VI program updates and public participation plans.
- Manage compliance requirements associated with Title VI audits; Title VI Equity analysis for service changes.
- Represent agency on Title VI requirements before Federal Transit Administration.



- 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

- Bachelor's Degree in Urban Planning, Engineering (Civil, Transportation, Structural, Industrial, Mechanical, Architecture, etc), Public Policy, Business Administration, Public Administration, Economics, Operations Research, Project / Construction Management, or a related area.
- A minimum of five (5) years of progressively responsible work experience in transportation planning and project development.
- A combination of training, with a minimum of an Associate Degree 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

- Master's degree

Knowledge, Skills, and Abilities

Knowledge of:

- Industry audit standards and best practices, such as the Institute of Internal Auditors (IIA) or Generally Accepted Government Auditing Standards (GAGAS)
- Applicable local, state, and federal laws, rules, regulations, and policies governing public procurement and complex contract administration processes
- Theories, principles, and practices of contract administration for public agencies

Skilled In:

- Microsoft Office Suite
- Geographic Information Systems (GIS) and related tools
- Project management software
- Use of budgeting software (Oracle)

Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Manage multiple projects

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: November 2025

