

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY  
POSITION DESCRIPTION**

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**Job Title:** Associate Director of Planning                      **Date:** January 2019  
**Department:** Planning    **Supercedes:** January 2017  
**Reports to:** Chief of Strategic Advancement

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**Description of Work:**

This management position is a key member of the Planning Department and will serve as the Associate Director of Planning for the Rhode Island Public Transit Authority. This position has broad latitude for the exercise of independent judgment. Ensures that all departmental activities are in full compliance with all aspects of State and Federal laws and regulations and RIPTA policies.

This position assists in the direction and management of all transit and service planning throughout the State of Rhode Island, including strategic/long range planning, service (short-range) planning, capital projects, & community partnerships; serves as key advisor to the Executive Director of Planning on transit planning & development matters.

**Typical Duties:**

- Assists in the development of policies and procedures in conjunction with the goals and objectives set by the Authority assuring compliance with established regulations.
- Assists the Executive Director of Planning as Authority representative with key officials of local, state and federal governments as well as officials of advocacy groups and private entities assuring that the needs of both parties are met within established parameters.
- Assists the Executive Director of Planning with the planning process assuring that all services are integrated in the most efficient manner with a goal of increasing mobility opportunities.
- Assists the Executive Director of Planning with the establishment of procedures for recording ridership experience, response time performance, expenses by trip type; generating statistical reports for the Executive Director of Planning.
- Execute and create strategic planning initiatives and tactical plan.
- Oversee capital projects to enhance the passenger experience including bus stops and transit facilities.

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- Monitor ongoing ridership data gathering. Design data storage systems to facilitate access for future planning initiatives.
- Assists the Executive Director of Planning and presents reports and presentations for CEO, Board of Directors and Elected Officials regarding transit services.
- Design methods for ongoing assessment of service changes.
- Conducts special projects and duties as assigned by the Executive Director of Planning.
- Performs other related duties as assigned.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Basic Knowledge:**

Must be a graduate of an accredited college or university with a Bachelors Degree in business or public administration, public sector planning, or closely related field. A Master's Degree is preferred. Must be highly organized, possess the ability to pay close attention to detail and work with frequent interruptions. Demonstrated managerial/leadership skills and problem solving/analytical capability. Must have excellent decision making skills and the ability to effectively communicate both orally and in writing. Must possess excellent customer service skills and be competent in Microsoft Office PC applications as well as the ability to quickly adapt to new computer programs as introduced to RIPTA.

**Experience:**

A minimum of ten (10) years Planning and Development experience in a transit setting required; five (5) of which must have been attained in a senior managerial capacity. Experience in governmental/quasi public sector preferred.

Consideration will be given to any combination of qualification requirements

**Independent Action:**

Performs with little or no direction.

**Supervisory Responsibility:**

Planning Manager/Planning Department  
Scheduling Manager/Scheduling Department  
Principal Planners  
Data Analysts