

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY
POSITION DESCRIPTION**

Job Title: Deputy Chief of Planning

Date: August 2024

Department: Planning

Supersedes: April 2024

Reports to: Chief Financial Officer

Description of Work:

This senior level management position, a key member of the executive team, will serve as the Deputy Chief of Planning for the Rhode Island Public Transit Authority. This position has broad latitude for the exercise of independent judgment. This position partners the organization in strategic planning and development. Ensures that all departmental activities are in full compliance with all aspects of State and Federal laws and regulations and RIPTA policies.

This position directs and manages all transit and service planning throughout the State of Rhode Island, including strategic/long range planning, real estate/joint development, & community bus services; serves as key advisor to CEO on transit planning & development matters. Additionally this position oversees Customer Experience, Marketing and Communications and Public Outreach.

Essential Duties and Responsibilities:

- Develops policies and procedures in conjunction with the goals and objectives set by the Authority assuring compliance with established regulations.
- Serves 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 CFO and CEO with the planning process assuring that all services are integrated in the most efficient manner with the goal of increasing mobility opportunities.
- Execute and create strategic planning initiatives and tactical plans.
- Works cooperatively with Finance and IT divisions to strategize need and interpretation of statistical reports be used by the CFO, CEO and Board of Directors.
- Using data to study and prepare various plans and reports to be used strategically in the planning development, subject to a public process with the goal of capturing feedback on long range plans for the community.
- Acts as a liaison to the Finance and IT divisions to support efforts to monitor ongoing ridership data in order to supply meaningful data and access for future planning initiatives.

- Present reports and presentations for department directors, CFO, CEO, Board of Directors, and Elected Officials regarding transit services.
- Prepare proposals for system adjustments in response to system problems.
- Monitor the UPASS and ECO Pass Programs.
- Design methods for ongoing assessment of service changes.
- Conducts special projects and duties as assigned by the CFO and/or the CEO.
- Performs other related duties as assigned.

Qualifications:

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 bachelor's 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) years 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 (Long Range/Strategic)
 Customer Experience Staff
 Marketing & Commuter Resources
 Communications & Outreach