



Job Description

Job Title: Manager Strategic Planning
Pay Grade: 121
FLSA: Exempt
EEO Code: 1.2

Department: Administration
Division: Planning and Development
Job Code: 335

Approved By: 
Tony Walter, Director of Planning

Approval Date: 6/14/2010

Reports To: Director of Planning

Supervises: Capital Strategic Planners
GIS Coordinator
Planning Technicians

Description of Work

This position performs a high level of technical, professional and analytical work as well as assists in the day-to-day activities related to Planning. Assists the Director of Planning and Development in the primary areas of strategic planning, project management and various federal and state funded programs. Work is performed under general supervision and performance is reviewed through observation, discussion and review of work products and program advancement.

Work Environment

Our vision is to be recognized as a world-class leader for providing and coordinating a full array of mobility and community services. LYNX mission is to link our community by providing quality mobility options with innovation, integrity and teamwork.

LYNX Ambassadors (our employees) are committed to the LYNX Service Philosophy: "We enhance people's lives everyday through passion, pride and performance."

In order to achieve our organizational goals in support of our mission, LYNX Ambassadors are held accountable for service excellence by continuously practicing and demonstrating the following service standards:

Safety – Safety is everyone's business and our first priority here at LYNX.

Courtesy – We present ourselves in a professional manner and treat everyone with the utmost respect.

Efficiency – We take pride in knowing our jobs and doing things right the first time.

Cleanliness – We take pride in our personal appearance and work environment.

Because LYNX provides the community with much needed public transportation, it is important for us to resume our services as quickly and as safely as possible in the event of any natural, technological, or human-caused emergency or disaster. Therefore, all employees are considered mission critical members of LYNX' emergency preparation and response efforts during an emergency or disaster and as such, may be asked to work during these emergencies or disasters.

Duties and Responsibilities

- Assists the Director to develop department work programs.
- Facilitates land use and transit planning efforts with FDOT and local jurisdictions to include transit oriented design (TOD), sustainable/livable communities and state and local growth management initiatives.
- Assists with development of organizational Capital Improvement Program.
- In the strategic planning area, will manage the strategic planning process, the facilities development process, the CFRTA market research process, the service performance monitoring and management process.
- Manages diverse projects.
- Provides day-to-day leadership and supervision to subordinates.
- Develops project work scopes and schedules, and assigns to Projects Managers.
- Develops department budgets.
- Develops new Joint Participation Agreement applications.
- Assists with ACCESS LYNX paratransit planning.
- Manages LYNX' involvement in MPO planning activities.
- Provides program support and planning functions to other LYNX departments.
- Assists with the development and implementation of Intelligent Transportation Systems.

Required Knowledge, Skills and Abilities

- Knowledge of principles, procedures and strategies of transit planning and business methods.
- Knowledge of spreadsheet, word processing and database programs and project scheduling software.
- Knowledge of relevant business, accounting and recordkeeping practices and procedures.
- Ability to develop and analyze mathematical methodologies.
- Skilled in the operation of a personal computer and associated software including applications for word processing, spreadsheet, and database programs.
- Experience with transit capital and planning studies as well as service planning.
- Strong leadership skills; ability to work independently.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relationships with customers, co-workers and those doing business with LYNX.
- Ability to train, supervise, and evaluate the performance of subordinates.

- Ability to manage multiple and diverse projects.
- Strong team-building skills.
- Ability to coordinate a high level of activity under a variety of conditions and contrasts.
- Ability to develop and analyze mathematical methodologies.
- Ability to read and understand service planning documents and standards.
- Any employee using a company vehicle will be required to provide and maintain proof of a valid Florida Driver's License.
- Ability to effectively communicate both orally and in writing with employees, public officials and the general public, in a manner that emanates the vision and mission of LYNX.

Physical Requirements

- Extended periods sitting at a table, desk or workstation with use of a computer.
- Normal visual acuity and field of vision, hearing, speaking and color perception.
- Work involves bending, stooping, reaching, standing and walking.
- Requires dexterity in operating machines and office equipment.
- Work involves exposure to weather conditions including sunlight.

Minimum Education and Experience

Bachelor's degree in Transportation/Transit Planning or a related field and four (4) years of planning experience to include at least one (1) year of staff supervisor experience and two (2) years of which must be at an independent decision-making level. A Master's degree and American Institute of Certified Planners (AICP) preferred. An equivalent combination of related education, training and experience which demonstrates the knowledge, skills and ability to perform the functions of this position may be considered.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The principal duties, responsibilities enumerated are all essential job functions.

Incumbent's Name

Supervisor's Name

Incumbent's Signature / Date

Supervisor's Signature / Date