

**CHIEF TRANSPORTATION PLANNER (9200)**  
**TASK LIST**

1. Plans, organizes, directs, and coordinates the Department of Transportation rail and bus transit programs through transportation staff in order to ensure smooth operation of services.
2. Administers Funds from various sources including local, State and Federal grants in order to perform the functions of the Bureau.
3. Develops and administers the Shuttle Bus, Commuter Express Bus, Charter Bus, CityRide Programs, and OnDemand Bus Services Programs in order to ensure smooth operation for riders.
4. Oversees Metrolink stations and parking lots in the City of Los Angeles in order to maintain service and accessibility to the public.
5. Serves as liaison (or lead) to the Los Angeles County Transportation Commission (LACTC), Metropolitan Transportation Authority (MTA), the Southern California Association of Governments (SCAG), the Southern California Rapid Transit District (SCRTD), and other state and local agencies or citizen groups involved with transit programs, in order to enhance and coordinate transit technology to provide a seamless transportation system for citizens.
6. Represents the Department of Transportation before the City Council and its committees on transit project issues in order to receive program and/or contract approval; and to address any questions and/or concerns.
7. Administers and directs the work of contractors, consultants, and bus manufacturers in order to ensure that there is no interruption of contracted services.
8. Coordinates with the engineering group to ensure that traffic mitigation plans for transit projects are not in conflict with transit enhancement initiatives.
9. Speaks before civic and community organizations in order to explain the City's transit programs and to obtain public support and cooperation for the programs.
10. Prepares or reviews a variety of narrative and statistical reports related to the operation and administration of the Bureau of Transit Programs in order to

complete requests from elected officials and the public.

11. Prepares or reviews correspondence to other City departments, elected officials, and/or outside agencies and individuals in order to respond to requests for information regarding the City's bus transit programs.
12. Analyzes proposed legislation or policies of other agencies in order to determine their effect on the City's bus transit programs.
13. Develops, prepares, and oversees grant awards in order to fund transit services.
14. Oversees Department of Transportation processes in order to ensure compliance with State, Federal, and Metropolitan Transportation Authority (MTA) regulations and to prepare for audits.
15. Oversees the implementation of new technology such as smart cards, wifi in buses, tap cards, live bus stop arrival times which are all centered around improving the experience of the rider in order to ensure the smooth operation and integration of services for riders between agencies.
16. Works closely with the Office of the City Administrative Officer (CAO) to prepare the annual budget and projections; and oversees the fiscal management of grants received in order determine the necessary use of Fund A or how transit programs may need to be modified in case of budget constraints or surplus.
17. Oversees the transition of the bus fleet to an all-electric system, including the conversion of bus yards and facilities to accommodate charging equipment, in order to comply with the Mayor's and Governor's mandate.