



## MANAGER OF LAND USE PLANNING

JC: 000347

PG: AFI

BU: 31 (AFSCME)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under direction, manages, administers, and directs BART's Link21 land use planning efforts; formulates and implements strategies for transit supportive land use and development; evaluates impacts of development on existing communities; coordinates assigned activities with other divisions, departments, outside agencies, and jurisdiction partners; provides highly responsible and complex administrative support to the Director of Link21; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the first level full supervisory/managerial classification responsible for managing all land use planning activities on BART's Link21 program, which is a highly complex, long-term, transformative project for the Northern California megaregion. Classifications at this level typically independently represent the District, are subject matter experts possessing highly specialized knowledge, skills, abilities, and experience, and are responsible for a specialty program area that has a major impact on the organization. Additionally, this classification is responsible for managing and supervising the work of subordinate employees/contractors. This classification is distinguished from the Director of Link21 in that the latter is responsible for directing and managing all activities and operations of the Link21 department within the Office of Planning & Development, including oversight and management of the entire Link21 project.

### **REPORTS TO**

Director of Link21

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Formulates and implements strategies for land use planning needs for the overall benefits of the Link21 program, and within the jurisdictions that will be impacted due to the Link21 Program.
2. Evaluates impacts of development on existing communities and develop community stabilization strategies in coordination with local jurisdictions.
3. Works closely with BART staff, stakeholders, and the jurisdictions that will be impacted due to the Link21 Program to advance District studies and policies and to advocate for transit-supportive land uses in areas adjacent to Link21 Stations (including BART and/Regional Rail stations) and infrastructure, including and supporting transit operations and addressing the regional jobs-housing imbalance.
4. Prioritizes equity in the intersection of land use and transportation planning.

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5. Utilizes complex data to develop data-informed strategies to advance land-use planning work.
6. Formulates, validate and advances community benefits strategies and programs.
7. Formulates strategies for value development and capture around future development related to the Link21 Program.
8. Builds relationships with a wide variety of stakeholders, representing the District, and maintaining effective working relationships with those contacted during the course of work.
9. Presents Link21 Program to other agencies, BART executives, the public, and the BART Board of Directors and other policymakers.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of land use planning, equity, and transit-oriented development.
11. Plans, directs, coordinates and reviews the work plans for subordinate employees and contractors; assigns work activities; reviews and evaluates work products, methods, and procedures; meets with staff and/or contractors to identify and resolve problems; handles day-to-day management and oversight of employees/contractors/consultants.
12. Produces high quality work in a timely manner and works on several projects simultaneously; Makes sound, practical decisions on complex issues and works independently.
13. Communicates clearly and concisely, both orally and in writing to both internal and external stakeholders.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Transportation and Urban Planning principles and best practices
- Land Use Planning principles and best practices, including zoning principles and community stabilization policies
- Transit Oriented Design policies and best practice
- Local government, community planning and public engagement strategies
- Transportation, equity, and other issues impacting marginalized communities
- The needs and practices of working in diverse or marginalized communities
- Procedures and methods of community and agency consultation
- Principles and practices of program and personnel administration, budget preparation, and management
- Principles of supervision, training, and performance evaluation
- Principles and practices of program development, administration, auditing, and assessment
- Principles and practices of contract administration and project management

#### **Skill in:**

- Innovative thinking and ability to analyze complex planning issues, identifying alternative solutions, and projecting consequences of proposed actions

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- Negotiating and coordinating with local jurisdictions, the Metropolitan Transportation Commission, Caltrans, other state agencies, the Federal Transit Administration, local and regional transit operators, and funding agencies
- Working cross-functionally in teams and form partnerships to achieve objectives
- Communicating clearly and concisely both orally and in writing
- Preparing and assembling documents for public distribution and/or presentation
- Selecting, supervising, training, and evaluating the work highly specialized consultant staff
- Participating in the development and administration of land use planning program goals, objectives, and procedures, including overseeing and managing a comprehensive land use planning program
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Interpreting and applying Federal, State, and local policies, laws, and regulations
- Establishing and maintaining effective working relationships with those contacted in the course of the work

### **MINIMUM QUALIFICATIONS:**

#### **Education**

Possession of a bachelor's degree in Architecture, Planning, Urban Design, Geography, or a closely related field.

#### **Experience**

The equivalent of four (4) years of (full-time equivalent) verifiable land use planning experience, which must have included at least one (1) year of administrative and supervisory experience.

#### **Substitution**

Additional professional experience as outlined above may be substituted for the above education on a year-for-year basis. A college degree is preferred.

#### **Other Requirements**

Work may necessitate working off-hours; including nights or weekends.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to head, cold, moving vehicle, electrical energy, and inclement weather conditions.

#### **Physical Conditions**

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 1500 – Supervisors/Other  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No

**CLASSIFICATION HISTORY**

**Created :** April 2022

**Revised:**

**Updated:**