**Manager Service Planning at York Region Transit**

**Location – currently remote. The office is located at 50 High Tech Road, Richmond Hill**

**POSITION PURPOSE**

Reporting to the General Manager, Transit,  is responsible for managing and coordinating short- and long-term planning of transit services including strategic planning, analysis of financial and operational performance of individual routes and services and overall system performance for York Region Transit (YRT/VIVA).

**MAJOR RESPONSIBILITIES**

•    Develops annual and long range strategic service plans for YRT services.
•    Reviews and analyzes previous year’s performance (e.g. service reliability, ridership, revenues, operating costs, capacity, hours etc.), marketing results, surveys, feedback from operators and customers and discussions with YRT staff.
•    Communicates with land use planners to establish performance levels and measurable indicators for new areas.
•    Assists the General Manager in preparing, recommending, monitoring and controlling the Branch budget; prepares the business unit annual budget, special project budgets, and work plans.
•    Monitors expenditures to ensure compliance to budget and the effective and efficient use of resources.
•    Participates in planning and formulation of strategic initiatives for service improvements.
•     Supervises staff, including recruitment, selection, hiring, scheduling, assigning work, determining training and development needs, coaching, and mentoring, conducting performance appraisals and determining/recommending disciplinary action up to and including dismissal in accordance with collective agreements, Regional policies and practices.
•     Manages the implementation of process improvements and special projects
•     Participates in Region wide and GTA wide transportation planning initiatives.
•     Performs other duties as assigned to meet Departmental goals and program/service objectives.

**QUALIFICATIONS**
•    Successful completion of a University Degree in Urban Planning, Geography, Transportation Engineering or related field or approved equivalent combination of education and experience.
•    Minimum five (5) years of progressive related experience in the field of transportation planning including demonstrated supervisory or leadership experience in a unionized environment.
•    Valid Ontario Class “G” driver’s license and reliable vehicle for use on corporate business.
•    Leadership competencies including operating strategically, leveraging diversity and differences, customer focused, ensuring accountability, managing complex problems, financial management, employing interactive and effective communication, fostering collaborative relationships, cultivating engagement to drive vision and purpose, managing and developing talent, establishing and maintaining trust, displaying self-awareness, and demonstrating resiliency.

**Salary** - $110,043.00 - $129,395.00 annually

**NOTE**All York Region Employees are required to be fully vaccinated with a COVID-19 vaccine series, approved by Health Canada or the World Health Organization, as a condition of hire. Should you be the successful candidate, you will be required to comply with the Region's mandatory Vaccination Policy that is in effect.