

**Intercity Transit**  
**JOB TITLED: Senior Planner**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	2
<b>DEPARTMENT:</b> Development	<b>DIVISION:</b> Planning	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISION RECEIVED FROM:</b> Planning Manager	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> C42
<b>SUMMARY:</b> Develops and implements short and long-term plans for fixed route transit services. Other responsibilities include monitoring and analyzing ridership and schedule performance, reviewing site development proposals, updating the Foul Weather Emergency Plan, updating the Advanced Communication System (ACS) announcement system, and assisting in updating the Transit Development Plan.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs professional level planning activities to include assisting with the development and implementation of short and long-term plans for transit services.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	Develops short and long-term fixed route service plans to meet public needs, Agency goals, and the Agency budget.	Daily 25% (C4)
2.	Monitors and analyzes fixed route ridership and schedule performance data.	Daily 20% (C4)
3.	Assists in the review of site development proposals for transit impacts and requests new or improved transit amenities.	Weekly 5% (C4)
4.	Reviews requests for adding, removing, relocating, or upgrading transit bus zones. Includes reviewing ridership by stop to determine placement of stops.	Weekly 5% (C4)
5.	Coordinates the implementation of revisions to fixed route system. Organizes and chairs interdepartmental meetings to ensure service change implementation tasks and follow-up are performed.	Quarterly 10% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
6.	Develops and coordinates ride check project, both on-board and via video review, and produces associated reports.	Daily 10% (C4)
7.	Revises and coordinates annual revisions to the Agency's Foul Weather Emergency Plan. Implements plan updates as required.	Annually 5% (C4)
8.	Assists in reviewing and updating the Transit Development Plan.	Annually 5% (C4)
9.	Collaborates and communicates with other transit agencies on joint issues.	Occasionally 5% (C4)
10.	Performs other duties of a similar nature or level.	As Required
11.	Must meet regular time and attendance standards.	Always

**Knowledge** (position requirements at entry):

Knowledge of:

- Public transit systems;
- Data analysis methods;
- Project management principles;
- Planning principles and practices.

**Skills** (position requirements at entry):

Skill in:

- Developing and maintaining transit plans;
- Managing projects;
- Monitoring and analyzing fixed route ridership and schedule performance data;
- Reviewing site development proposals and requests for new or improved transit facilities;
- Analyzing data;
- Applying 3-dimensional thinking;
- Performing mathematical computations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

Bachelor's Degree in Planning or related field and three years of professional transit planning experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Washington Driver's License.

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

**Physical Requirements:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motion.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR