

Intercity Transit
JOB TITLED: Planning - Scheduler

^BAND	GRADE	SUBGRADE
C	4	1
DEPARTMENT: Development	DIVISION: Planning	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Planning Manager	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: C41
SUMMARY: Develops cost efficient run cuts and work assignments including operator bid packages; maintains monitors and provides reports on performance measures for fixed route service; develops, maintains and coordinates databases such as the Advanced Communications System (ACS). Plans, organizes and coordinates other planning projects and programs in support of the Development Department.		
DISTINGUISHING CHARACTERISTICS: Performs professional level scheduling work to include assisting with the development and implementation of both short and long term plans for transit services. Serves as a critical link between Planning and Operations.		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Creates and maintains performance monitoring database for fixed route services. Compiles mileage, hours and ridership data for fixed route, paratransit and vanpool. Analyzes, prepares and enters weekly, monthly and quarterly reports for national transit agencies and in-house use.	Weekly 10% (B2)
2.	Assists in research and development of new or revised routes and schedules. Monitors and analyzes current schedules and operations; recommends and implements changes as required. Creates Block Manifests to determine number of vehicles and Operators to deliver services.	Weekly 10% (C4)
3.	Tracks and maintains the collection of ridership data for Transit Pass Contracts with participating organizations. Performs field data collection at agency Park and Ride lots and other locations.	Quarterly 10% (B2)
4.	Serves on committees as a representative of the department or as a technical member including attending agency work group meetings regarding stops and land use discussions and decisions.	Weekly 5% NB

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5.	Develops, maintains and helps coordinate a variety of Advanced Communication System (ACS) software requirements which includes: <ul style="list-style-type: none"> ▪ Develops and maintains database of fixed route service data and route trace shape files using various geographic information systems tools (GIS). ▪ Works with Senior Planner to maintain database of voice messaging and bus stop trigger boxes in relationship to routing. ▪ Maintains and performs timely upload of data to buses to maintain the ACS system. ▪ Confers and troubleshoots with Information Services and Maintenance staff on resolving database concerns or issues. Implements timely corrective actions as appropriate to maintain the ACS. ▪ Coordinates with IS staff the data transfer between Scheduling systems and agency's database. Monitors data flow to assure integrity of data, archiving of old data and consistency. 	Weekly 10% (C4)
6.	Plans, prepares, and develops operator assignments that are cost effective and attractive to the work force (run-cutting). Ensures accuracy of information at each stage of development process. Develops operator jobs for bid within boundaries of bargaining agreement. Enters applicable information into databases including work assignments into software for Accounting staff.	Quarterly 40% (C4)
7.	Prepares all necessary materials to post operator shake-up bids and service changes. Develops and distributes run paddles and job lists to operators for bidding opportunities.	Quarterly 5% (B2)
8.	Develops Operator seniority lists, block manifests and schedule manifests for dispatch.	Quarterly 5% (B2)
9.	Create and publish services area maps using agency GIS and scheduling software.	As Needed (C4)
10.	Performs other duties of a similar nature or level.	As Required
11.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Collective bargaining agreements;
- Mathematical concepts;
- Transportation operations practices;
- Scheduling principles and practices;
- Spreadsheet, word-processing and database computer software and programs;
- Agency operating rules and procedures;
- ACS radio and on board bus stop announcement recording systems;
- General Transit Feed Specification (GTFS) formats.

Skills (position requirements at entry):

Skill in:

- Maintaining records;
- Preparing reports and business correspondence;
- Developing computer databases for maintaining information;
- Working with mathematical concepts;
- Working with mapping concepts/GPS software;
- Focusing on details;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Preparing and implementing schedules;
- 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.

Training and Experience (position requirements at entry):

Bachelor's Degree in Planning or related field and three years of related transit 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):

None Required.

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, talking, hearing, seeing, and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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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 Draft: 6/08 by R. Yarber and D. Bloom

Additional Revisions: 11/4/08 by C.DiRito Final: 11/5/08 C.DiRito

Revised: 6/1/09 + background ✓. CD

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

Revised Oct 2011:CD

Revised: Fall 2013 Agency/Dept. Re-org; Development Dept/ Director position eliminated; Planning now resides in Executive Dept. CD

Revised: 01/2016 Development Dept and Director position re-created. Position back to Development Dept.

Revised: 10/2016 Internal Recruitment. CD