

Intercity Transit
JOB TITLED: Associate Transit Planner

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
<p>SUMMARY: Under general direction, the Associate Transit Planner is responsible for leading and supporting planning and service development activities, including a variety of professional and technical support and implementation activities. Work includes leading, as assigned, the preparation of plans, reports and coordination of service development projects and service implementation. Additional responsibilities include analyzing and reporting ridership, operational characteristics and system performance data, facilitating public workshops or surveys and more.</p>		
<p>DISTINGUISHING CHARACTERISTICS: Performs a variety of complex support functions that support technical analysis and development of fixed route, demand response and innovative public transportation service. Work requires applying a wide range of technical and professional transportation planning knowledge to work activities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Participates in system-wide route analysis, identifying performance measurement and opportunities for system performance improvement, reports and makes recommendations to management. Assists in the development and maintenance of comprehensive transit plans, programs and related studies.	Weekly 20% (B2)
2.	Using various software applications, including Geographic Information Systems (GIS), analyzes ridership, demographic, employment, development, system performance and other data to prepare reports, service evaluations, technical documentation and planning guidelines that support service development.	Weekly 20% (B2)
3.	Assists with the service change process, including the development of schedules, onboard systems, destination sign files and other exports necessary for the CAD/AVL system integration.	Weekly 15% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Plans for and maintains accurate records on passenger facilities and identifies requirements for improvements; coordinates with internal stakeholders and partner agencies in the provision of passenger facilities, service signage and ADA accessibility of facilities and services.	Weekly 15% (C4)
5.	Attends internal and external work groups regarding facilities; conducts field evaluations and assessments as necessary; prepares and issues comments to rulemaking, permitting and planning activities at local, state and federal levels.	Weekly 10% (B2)
6.	Prepares, manages and tracks agreements for the maintenance of poles and signage, transit shelters, lighting and other associated improvements within public rights of way; ensures standard bus stop plans are maintained and are disseminated to developers and jurisdictions for the proactive inclusion of infrastructure necessary for service.	Daily/Weekly 10% (C4)
7.	Assists in design, implementation and evaluation of passenger or public surveys and participates in public processes and workshops with local officials, agencies, jurisdictions, groups and the public to advance transit projects and programs.	Daily/Weekly 10% (C4)
8.	Must meet regular time and attendance standards including attending offsite meetings and events outside normal business hours.	
9.	Performs other duties of a similar nature or level.	

- Knowledge of** (position requirements at entry):
- Principles of public transit scheduling and route design,
 - Urban planning and local development practices,
 - Applicable Federal, State, and local laws, rules and regulations on development and accessibility,
 - Modern computer and internet applications including Excel, GIS, mapping and databases,
 - Moderate mathematical concepts necessary for compiling and analyzing data

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Skills in (position requirements at entry):

- Presentation and public speaking
- Communication, interpersonal skills as applied to interaction with the public, coworkers and management, sufficient to exchange or convey information and to receive work direction.
- Locating, analyzing and interpreting complex datasets, geospatial data, procedures and governmental standards
- Operating modern computer applications including spreadsheets, relational databases, web-based tools and Microsoft Office for the processing, development and presentation of work.

Training and Experience (position requirements at entry):

- A Bachelor's degree from an accredited college or university in transportation or urban planning, geography, business or public administration, engineering or a related field
- Two years experience in planning, mapping, grants preparation, and administration or data collection and analysis.
- A relevant master's degree or graduate level course work may be substituted for the required work experience.

Licensing Requirements (position requirements at entry):

- Washington Driver's License
- Must submit to criminal background check the results of which must meet the 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.

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Classification History: New 2007 Budgeted position
Final prepared by C.DiRito, HR
Date: August 2007
Revised: 6/1/09 + background ✓'s; CDiRito
Revised: Comp/Class Review 8/23/11; HR
Revised: 9/26/11; HR
Revised: Fall 2013 Agency/Dept. Re-org; Development Dept./ Director position eliminated;
Planning now under Executive. Cd
Revised: 01/2016 Development Dept. and Director position recreated. This position back in
Development.
Revised: 7/2019: Significant revision. Eliminated Syst Coord position. pd