

**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
<p><b>SUMMARY:</b> The primary function is to provide complex planning activities to include development and implementation of short and long-term service plans for fixed route services and assist in local land-use processes concerning transportation planning. Other responsibilities include: building schedules, monitoring and analyzing performance indicators, preparing reports, updating Foul Weather Emergency Plan, and monitoring/updating the Advanced Communication System (ACS) announcement system. Work requires applying a wide range of technical and professional planning transit knowledge to new and recurring work activities.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> Performs professional level planning activities to include assisting with the development and implementation of short/long-term plans transit services (routing/scheduling), monitoring and reporting on performance, land-use reviews and managing 'next-bus' vehicle announcement system.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</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. Work with the local development community to assure transit inclusions within the development process and coordinate private sector improvements which support public transportation.	Weekly 5% (C4)
4.	Reviews requests for adding, removing, relocating, or upgrading transit bus zones. Includes maintaining and reviewing ridership database 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 audit program to monitor, both on-board and video count review, and produces associated reports for local and federal reporting requirements.	Daily 10% (C4)
7.	Participates in public outreach processes to inform public on Intercity Transit decisions. Prepares and conducts presentation to various jurisdictions, citizen groups, technical groups and others as required.	Occasionally 5% (C4)
8.	Revises and coordinates annual revisions to the Agency's Foul Weather Emergency Plan across departments. Implements plan updates as required.	Annually 5% (C4)
9.	Assists in reviewing and updating annual Transit Development Plan and agency Strategic Plan.	Annually 5% (C4)
10	Collaborates and communicates with other transit agencies on joint issues.	Occasionally 5% (C4)
11	Performs other duties of a similar nature or level.	As Required
12	Must meet regular time and attendance standards.	Always

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

Knowledge of:

- Public transit systems;
- Data analysis methods;
- Principles of forecasting and estimation;
- Project management principles;
- Planning principles and practices of transit services planning;
- Techniques and concepts of transit services planning;
- Policies and integration of transit services;

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**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;
- Operating computers, mapping, and other specialized software
- 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 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

Revised: 9/13/2013 Position review after incumbent retirement and prior to recruitment: DBloom/CDiRito

Revised: 10/2013 Agency/Dept. Re-org; Develop Dept/ Director position eliminated; Planning now in Exec.

Revised: 1/2016 Development Dept. recreated. Position placed back in Development Department.cd