

**Intercity Transit**  
**JOB TITLE: Planning Manager**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>D</b>	<b>6</b>	<b>1</b>
<b>DEPARTMENT:</b> Development	<b>DIVISION:</b> Planning	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISION RECEIVED FROM:</b> Development Director	<b>SUPERVISION EXERCISED OVER:</b> Senior Planner Planning Systems Coordinator Scheduler	<b>PAY GRADE:</b> D61
<b>SUMMARY:</b> Plans, organizes and manages the long range and service planning function for Intercity Transit. Responsibilities include service-planning activities for fixed route services.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs the most complex, professional planning activities. The position reports to the Development Director and supervises professional staff. As a Manager, is responsible and accountable for the planning function.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 10% (C5)
2.	Manages major planning studies which includes: coordinating and providing staff lead on interagency review of jurisdictional updates of transportation plans; developing tasks and coordinating long-range planning and facility siting studies; researching and evaluating new technologies in planning and service delivery; updating the annual transit development plan; and performing other related activities.	Daily 15% (D6)
3.	Performs and manages transportation demand management planning activities, which includes: reviewing and commenting on proposed land use developments or road projects; promoting the incorporation of pro-transit policies and programs; reviewing and implementing bus stop locations; and performing other related activities.	Weekly 15% (C4)

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4.	Represents the Agency to the public, including conducting public meetings and responding to requests for information.	Monthly 10% (D6)
5.	Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; makes presentations to the Intercity Transit Authority; represents the Agency and gives oral presentations at meetings, conferences and other events.	Monthly 10% (D6)
6.	Manages the planning and coordination of fixed route service changes including public review process. This includes oversight of the Advanced Communication System updates required to implement the changes internally.	Quarterly 25% (D6)
7.	Coordinates internal fare policy for fixed route and paratransit services, including transit pass program with Operations and Finance.	Quarterly 10% (C4)
8.	Prepares and develops annual division budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management. Develops and maintains analytical tools for audit and control of division programs.	Annually 5% (D6)
9.	Performs other duties of a similar nature or level.	As Required
10.	Must meet regular time and attendance standards.	Always

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

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Budgeting principles and practices;
- Transit planning principles and practices;
- Transit system principles and practices;
- Local government roles and responsibilities related to community infrastructure, zoning, and census requirements;
- Performance measures and quality of service concepts;
- Transportation Demand Management concepts;
- Transit customer service information requirements and marketing elements.

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

Skill in:

- Monitoring and evaluating subordinate staff;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Preparing reports;
- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Writing reports and business correspondence;
- Presenting information and responding to questions from groups of managers, clients, customers, and the general public;
- Working with mathematical concepts such as probability and statistics;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Managing projects;
- Preparing and giving presentations;
- Facilitating meetings;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, 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, Transportation or related field and five years of increasingly responsible, professional experience in planning, including two years of supervisory 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: talking, hearing, and seeing.

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:**

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: Fall 2013 Agency/Dept. Re-org; Development Dept/ Director position eliminated;

Planning Div. now in Executive Dept. and a change in Supervisor/Direct Report: to GM cd

Revised: 01/2016 Revised: Development Dept. recreated. This position now reports to Development Director. CD