

**Intercity Transit**  
**JOB TITLED: Planning Systems Coordinator**

<b>BAND</b> <b>C</b>	<b>GRADE</b> <b>4</b>	<b>SUBGRADE</b> <b>1</b>
<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>  C41
<b>SUMMARY:</b> Under general direction, provides coordination and maintenance of databases for operation of fixed route transit service, primarily the ACS Automatic Vehicle Locator software and the Geographic Information System (GIS). Coordinates and resolves technical issues as they arise. Oversees issues with bus stop facilities and improvements throughout the service district requiring internal and external coordination.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs mid-level technical analysis through the development, maintenance and data acquisition associated with ACS tracking of fixed route service, as well as the bus stop database including identifying current location and upgrade issues and determining necessary actions.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	
1.	Provides monitoring of data collection and vehicle equipment when new schedules or revised route traces are uploaded to the bus fleet. Coordinates repairs as needed with Information Services, Maintenance and/or the Scheduler.	Daily 10% (B2)
2.	Utilizes ACS data and GIS software tools for tracking buses, off-routes, no stops found, stop correlations, missed reliefs, transfer requests and equipment monitoring. Requires maintaining current geographic coordinates of each bus stop using mobile data collecting equipment and software. Recommends and implements corrective actions as needed; resolves issues in a timely manner working with Information Systems, Operations and Planning.	Daily/Weekly 10% (B2)
3.	Responsible for the monitoring and coordination of changes and/or additions of bus stops. Tracks and recommends ADA accessibility improvements to bus stops.	Weekly 20% (C4)

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<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)</b>	<b>FRE-QUENCY</b>
4.	Attends in-house work group meetings regarding stops and land use discussions and decisions and brings issues to the group to resolve. Primary point-of-contact with public and private entities regarding bus stop issue, improvements and installation.	Daily/Weekly 15% (B2)
5.	Reviews, interprets and implements applicable standards to include conferring with other local agencies regarding land use compliance and regulations including pedestrian, ADA accessibility and safety for transit stops and zones. Monitors construction progress for land use to ensure bus stops are temporarily relocated and final locations are completed according to Agency specifications.	Daily/Weekly 15% (C4)
6.	Coordinates in-house Bus Stop Enhancement Program. Research and present current and new bus stops for ADA enhancements to in-house work group. Tracks scope, schedule and budget. Provide liaison as required with local, state, regional, federal agencies and the public.	Quarterly 15% (C4)
7.	Develops and maintains comprehensive geodatabases using ArcMap and Microsoft Access software.	Daily 20% (B2)
8.	Performs other duties of a similar nature or level.	
9.	Must meet regular time and attendance standards.	

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

Knowledge of:

- GIS applications, standard concepts, practices and procedures;
- Urban design or transit planning practices;
- Applicable Federal, State, and local laws, rules and regulations.
- Proficiency in Microsoft Office and other relational database software;
- Mathematical concepts;
- Compiling and analyzing complex databases;
- Scheduling principles and practices.

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

Skill in:

- Maintaining records;
- Reading, analyzing and interpreting GIS materials, procedures and governmental regulations;
- Coordinating multiple projects simultaneously;
- Researching and preparing reports;
- Analyzing data;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Computer software skills with spreadsheets and/or relational databases
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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

AA Degree in related field and three years experience applying the principles and practices of geographic information systems, transportation planning and or three years of experience in computer assisted transit scheduling/dispatching preferred; 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 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.

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.

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