

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

JOB OPENING

OPENS: 02/28/2020

CLOSES: Open Until Filled

TITLE: **PLANNER/ASSISTANT SCHEDULER**
SALARY RANGE: \$64,269 - \$84,598 Annually
REPORTS TO: Manager of Planning/Service Development

DUTIES/RESPONSIBILITIES:

The Planner/Assistant Scheduler provides assistance in the planning and analysis of system performance, and the implementation of all scheduling functions. Duties include, but are not limited to:

- Providing planning assistance in the analysis of system performance and developing recommendations for service improvements. Preparing routing/re-routing plans and the development of new routes.
- Assisting the Chief Scheduler in all tasks related to scheduling, run-cutting, and location of bus stops, benches, and shelters. Conducting field visits of existing or potential sites. Updating and maintaining scheduling software as needed.
- Preparing schedules and operator assignments which meet the practices and policies stipulated in the ATU Memorandum of Understanding.
- Coordinating, distributing and quality control on internal scheduling documents, including paddles, headways, run-cuts, bid forms and street-by-streets. Preparing new scheduling documents in response to changes in the operating environment.
- Gathering, preparing and transferring data from all source media (ridership data base, paper trip cards, and contractor records.)
- Protecting PC data through regular back-ups. Oversees the storage and management of all hard copy data (trip cards). Responsible for monitoring data log-in sheets.
- Collecting, maintaining and verifying all relevant operational data for the preparation and presentation of monthly reports for the Planning Department.

REQUIREMENTS:

- Education equivalent to a Bachelor's degree (B.A.) from a four-year college or university, with a degree in urban planning, transportation engineering or planning, public administration, political science, or similar field.
- Strong working knowledge of MS Excel, including advanced spreadsheet applications.

PREFERRED QUALIFICATIONS:

- One to two years related experience in planning, data entry, database management, and systems support.
- Knowledge of bus operations, including differing trip patterns, day types, break time, and deadhead versus revenue service.
- Knowledge of database concepts, configurations and maintenance; experience with SQL or Oracle databases.

TO APPLY: Download and complete the application [here](#) or go to <https://countyconnection.com/about/jobs/> and click Employment Application. Attach cover letter and resume and submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520, Monday – Friday 8AM – 5 PM. You may also scan a PDF copy and email to smuhlestein@cccta.org

*Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an EEO/AA/Drug Free Workplace