

# County Connection

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

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## JOB OPENING

OPENS: 4/26/2022

This position will remain open until filled, however, the first review of applications will begin on May 10, 2022. Candidates are encouraged to apply as soon as possible.

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TITLE: **Planner/Assistant Scheduler**  
REPORTS TO: Manager of Planning  
SALARY RANGE: \$68,183 - \$89,750 Annually

### **DUTIES/RESPONSIBILITIES:**

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

- Providing planning assistance and developing recommendations for service improvements.
- 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 Memorandum of Understanding.
- Coordinating and distributing 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 data through regular back-ups. Overseeing the storage and management of all hard copy data (trip cards). Monitoring data log-in sheets.
- Collecting and verifying all relevant operational data for the preparation of monthly reports for the Planning Department.

### **REQUIREMENTS:**

- Education equivalent to a Bachelor's degree from a four-year college or university, with a degree in urban planning, transportation engineering or planning, public administration, political science, or similar field plus one to two years related experience in planning, data entry, database management, and systems support. Must have strong working knowledge of MS Excel, including advanced spreadsheet applications.

**PREFERRED QUALIFICATIONS:**

- 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 County Connection employment application [here](#). Please submit a cover letter, resume, and completed employment application to [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org). **Please note that that County Connection offices are currently closed to the public until further notice.**

Internal candidates must have a minimum of six (6) months in their current position to transfer to another department. The six months of service must be completed by the closing date of this job posting. Please email [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org) to request or submit an internal application.