



The Lehigh and Northampton Transportation Authority is accepting applications for the Planner / Schedule Maker position.

TITLE: Planner / Schedule Maker
REPORTS TO: Director of Planning and Development
SALARY: Biweekly salary range - \$1,368 - \$2,049

APPLICATION INSTRUCTIONS - Submit cover letter, application, resume and three references to Brendan Cotter, Director of Planning and Development at bcotter@lantabus.com by June 5, 2015.

RESPONSIBILITIES: The Planner / Schedule Maker works at the direction of the Director of Planning and Development. Responsibilities include duties required to monitor the performance and quality of LANta services; develop and implement improvement plans for service and capital assets; and maintain and support the data system tools used by the Planning and Development functions of the Authority. The Planner / Schedule Maker also will be responsible for the preparation, analysis and revision of transit operating schedules and conducting preliminary analysis and compilation of statistics for reports and records.

EXAMPLES OF DUTIES

The Planner / Schedule Maker performs a variety of planning and development support tasks in the Planning and Development Department including, but not limited to:

- Research and analysis of ridership patterns and service quality of LANta services.
- Assist in the development of operating schedule changes. Conducts preliminary analysis and evaluates survey data, passenger load and ride checks. Prepares reports on new schedules and changes in existing schedules.
- Computes data from existing and proposed schedules to record transit schedule changes. Computes vehicle hours, trips and miles on transit equipment. Prepares statistical reports. Assists in the examination of equipment requirements for comparison with existing and proposed schedules.
- Uses Sched21 Scheduling Software to schedule, block trips, cut runs and refine work through on-line interaction with computer.
- Soliciting input from riders and community stakeholders regarding LANta services.
- Assisting in the development and implementation of service plans, as well as planning and implementation of LANta's passenger facilities and amenities.
- Assisting in the integration and analysis of data from various sources, including, but not limited to Automatic Passenger Counters, Automatic Vehicle Locators, fare boxes, and surveys and other technology systems used by the Authority.
- Assist with the data management of the Automated Transit Management System (ATMS) system.
 - Track ATMS performance and work with the Materials and Maintenance Department and applicable vendors to arrange for corrective maintenance.
 - Data processing and cleansing.
 - Monitor accuracy and integrity of collected data and pursue necessary actions to remediate identified problems.
- Assisting with communication of service information to LANta riders through various media.
- Perform other related duties as assigned by the Director of Planning and Development.

The conduct of many of the duties of this position may require field work.

Qualifications

- Bachelors Degree in Urban Studies/Planning, Economics, Statistics, Civil Engineering, Math or related field from an accredited four-year institution required; Master's Degree in one of the listed fields is a plus.
- Minimum of one (1) to two (2) years of experience in scheduling, transportation, transit planning or a combination of urban and transit planning required.
- High skill level in Microsoft applications including Word, Excel and PowerPoint. Database software experience a plus. Prior experience with Geographic Information Systems (GIS) is preferred.
- Experience with Sched21 Scheduling Software or similar transit scheduling software a plus.
- Strong aptitude with technology.
- Excellent oral, written and interpersonal communication skills required.
- Detail oriented and a strong aptitude in statistics and statistical analysis.
- Ability to work well with co-workers and in cross-functional teams including members of all departments of the Authority.
- Ability to deal with the public and represent the Authority in public settings.
- Project management skills and ability to work independently.
- Proficiency in map reading required.
- Must possess a valid U.S. driver's license.