

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Tim Sobota
Work Phone: 261-4281
 2. Class Title (i.e. payroll title): Transit Planner 3
 3. Working Title (if any):
Transit Planner 3
 4. Name & Class of First-Line Supervisor: Drew Beck
Work Phone: 266-6599
 5. Department, Division & Section:
Metro Transit
 6. Work Address: 1245 West Washington Ave Suite 201 Madison, WI 53703
 7. Hours/Week: 40
Start time:
 8. Date of hire in this position:
8/24/1998
 9. From approximately what date has employee performed the work currently assigned:
1/1/2014
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10. Position Summary:

This is responsible advanced-level professional work in the development and implementation of assigned planning projects, functions and services. This is responsible, advanced level planning work. This level is characterized by ongoing responsibility for a multitude of ongoing planning activities, which may involve some responsibility for supervising subordinate planners and staff in other units. Under general supervision, work requires a high degree of independence, judgment, and discretion, and typically involves program and policy development work, as well as frequent project management.

11. Functions and Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

% 35 A. Develop, maintain, customize and deploy information systems

1. Create and maintain databases containing route traces, schedules and bus stop coordinates (Trapeze and TransitMaster systems)
2. Extract data from data systems for creating public information, both printed and digital
3. Coordinate with Metro Marketing unit to ensure all public information (printed and digital) is accurate.
4. Produce open-source route, bus stop and schedule data for use by real-time apps (GTFS & GTFS-RT), Google Maps and other technology resources

5. Coordinate the administration of data system-related resources. Ensure projects adhere to delivery schedules, in coordination with designated project managers.
 6. Draft instructional memos to Metro staff on use of new features and systems.
- % 10 B. Coordinate the collection and analysis of passenger count and run time data.
1. Develop computer programs and reporting systems to collect and analyze data for scheduling purposes and as requested by management or operations.
 2. Prepare periodic and special reports and perform necessary research activities
- % 25 C. Route and Schedule Planning
1. Evaluate and/or propose route and schedule changes. Apply draft schedules based on running time calculations. Develop operating cost estimates.
 2. Participate in studies and activities relating to long-range planning. Study current travel patterns to determine journey-to-work characteristics and transit needs. Evaluate present route structure on the basis of current and potential travel patterns.
 3. Work with local and regional planning agencies on transit and related planning elements.
 4. Prepare updates of Title VI information, including mapping of demographic data and determining equity implications of existing and proposed transit service.
 5. Update general and special population census tables and service characteristics.
 6. Perform related work as required.
- % 25 D. Review new development proposals and coordinate construction plans
1. Recommend to City Engineering and Traffic Engineering, as well as government staff at external jurisdictions and private property owners, the placement of proposed bus stops and amenities – based on site conditions, operational considerations and spacing relative to other stops.
 2. Recommend ADA accessibility improvements at bus stops for both new and existing development, and with design engineers planning new or reconstructed facilities used by transit services.
 3. Coordinate with Metro's Building and Grounds staff, as well as other local and state government agencies, in the planning, construction and maintenance of new bus stop and pedestrian access facilities, including signage.
 4. Maintain bus stop inventory in geocoded format for use in TransitMaster, Google Maps, and other applications
- % 5 E. Represent Metro Transit and the City of Madison
1. Present transit service design and schedule alternatives to public bodies and other groups; present reports for/to various boards, committees, commissions and officials; make speeches and other public appearances as may be required.
 2. Serve as designee (or alternate) to represent Metro Transit in inter-agency transportation planning activities such as Alternatives Analysis, Transit Development Program, Mayoral staff team meetings, etc. which are carried out in conjunction with Dane County Regional Planning, City Planning staff, City department heads and other public agencies or groups.
12. Primary knowledge, skills and abilities required:
- Project management and implementation. Thorough knowledge of the physical and social aspects of transportation planning. Thorough knowledge of GIS functionality. Thorough knowledge of database structure and maintenance. Knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of transportation planning theory and methods and techniques of planning and carrying out research. Knowledge of basic concepts of economics and sociology theory and of socio-economic research methods and techniques. Knowledge of statistical methods and techniques. Knowledge of urban and community considerations relating to transportation planning and operations. Ability to organize and develop technical and statistical reports, to draw conclusions, and make recommendations for action based on these conclusions. Ability to prepare and direct the preparation of maps, drawings, and illustrative material for customer and policy maker use. Ability to communicate

effectively in oral and written forms. Ability to establish and maintain effective working and public relationships. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

