

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3921

**TITLE:** TRANSIT SCHEDULER I

**GRADE:** S-18

**DEFINITION:**

Under general supervision, performs computer-assisted scheduling of ride reservations by generating and adjusting tour schedules to produce final run schedules and manifests on a daily basis; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Assembles trip generation and distribution data ;  
Prepares scheduled trip assignments and compiles preliminary tour work blocks ;  
Prepares computer-assisted scheduling of modified dial-a-ride reservations from compiled tour blocks to create vehicle tours ;  
Assists in evaluating additions to and modifications of trip generation and distribution data base and adjusts tour work blocks as necessary ;  
Assists with analyzing best vehicle parameters to be used in computer-assisted scheduling ;  
Generates first and second generation passenger pickup schedules for dial-a-ride and tour blocks ;  
Performs on-line reviews of computer generated time point sequences ;  
Creates vehicle work assignments based on concurrent analysis of garage locations ;  
Reviews final schedule manifests and assists in analysis and review of vehicle "run-cut" assignments.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and methods of transit scheduling and analysis ;  
Ability to conduct routine transportation scheduling activities ;  
Ability to communicate effectively both orally and in writing ;  
Ability to establish and maintain effective working relationships with other County employees.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:

Graduation from a four-year college or university with a degree in business, urban planning or related field; plus

One year experience analyzing transit scheduling data or as a transit scheduler.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED: June 25, 1992

ESTABLISHED: September 25, 1989