

MAJOR FUNCTION

This is technical work in transit operations, planning and database management. Primary purpose is to collect, analyze and report information related to transit operations and planning. Work involved is performed under the general direction of a supervisor; however, employee is expected to exercise considerable judgment in the performance of daily tasks. Work is reviewed through observation, conversation, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Analyzes bus stop locations and ridership data to determine placement of transit amenities. Works with the general public in regard to route changes and bus stop locations. Maintains and updates the Trapeze FX scheduling software system. Carries out transit-related research including population, employment, land use, and city transportation. Collects and analyzes data for various programs, research projects and grant applications. Work with city, county, and state entities to include transit amenities in development orders and roadway design.

Other Important Duties

Keeps informed and abreast of major trends and developments in the field. Completes special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of transit scheduling and software, the local roads, and buildings. Ability to work under pressure and maintain a high level of accuracy. Ability to follow complex orders and/or written instructions. Ability to establish and maintain a good working relationship with peers, supervisors, and the general public. Ability to maintain and analyze records, to prepare complex records and reports. Ability to exercise good independent judgment in making decisions. Ability to communicate effectively and concisely, orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree in transportation, planning, public administration, or business administration and one year of professional experience in transit services or operations; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 05-18-23