

TRANSIT SERVICES COORDINATOR

DEFINITION

Under general direction, performs a wide variety of professional, administrative, fiscal and analytical transportation/ transit related work including contract management, financial analysis, grant administration, budget development; represents the City on various committees and boards and performs other duties as assigned.

CLASS CHARACTERISTICS

The Transit Services Coordinator is a non-management supervisory classification in the Department of Public Works. Position is expected to independently perform a wide variety of transportation/transit related matters, including but not limited to transportation/transit planning, management of transit system, analysis of the transit system, and preparation of Federal and State grants.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Essential duties include, but are not limited to the following:

Assists in the planning, management, and administration of the City's transit services, including grant administration, budget development, expenditure tracking, statistical reporting, and contract management; assists in the coordination and supervision of work of assigned staff; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties.

Analyzes and reviews administrative, staff, financial and operational transit related systems; compiles and interprets statistical and financial data; conducts studies and surveys and provides research on a variety of local and regional transit problems; gathers and interprets data; writes a variety of administrative and technical reports.

Assists in managing contract transit operations and maintenance providers; represents the City with regional and local agencies relating to funding and transit activities.

Assists in the development of marketing and promotional materials; gives presentations relating to transit use opportunities to service organizations, local employers and other interested or key transit target groups.

Assists in the preparation of short-range and long-range transit planning; assists in the development of operational routes and schedules.

Prepares and monitors Transit Performance Indicators through development of various spreadsheets and programs to analyze program performance such as ridership, passenger revenues, subsidies and operating costs.

Prepares and monitors the Transportation Improvement Program and other federal, state, and local transit program activities; ensures compliance with program requirements.

Administers the substance abuse prevention program as the Drug and Alcohol Program Manager (DAPM); maintains Department of Transportation files and reports for Random Pull Program; monitors Substance Abuse Prevention Policy and updates as needed; ensures compliance with program requirements as outlined in 49 CFR Part 655 and 49 CFR Part 40

Identifies grant opportunities; writes grant applications; administers and monitors expenditures for grants; prepares grant applications to enhance existing transportation related programs; provides grant administration and required reporting.

Assists in the preparation of the annual budget for the Transit Division; monitors and evaluates spending.

Assists in the planning, maintenance, and management of transit related facilities.

Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, city management and staff and the public.

QUALIFICATIONS GUIDELINES

Education and/or Experience

The following generally describes the knowledge and abilities required to enter the job and/or be learned within a short period in order to successfully perform the assigned duties.

Education: Equivalent to graduation from an accredited two-year college with Associate Degree in public, business administration or a closely related field. A Certificate in Transit Management is highly desirable and may substitute for one year of the required education.

Experience: Two years of professional transportation/transit experience. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Special Requirement: Possession of a valid and appropriate California Driver License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and techniques of working with municipal or regional transit operations; grant writing and administration; fixed route and Para-transit programs; budget development and administration; methods and techniques for vendor and contract service negotiations and administration; research and analysis techniques; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Assist in the planning, managing, and coordination of the City's transit services, including the financial aspects of the division; identify and prepare applications for a variety of transit funding program grants; serve as a liaison, when assigned, to other agencies providing transit services; provide day-to-day oversight and administration of the Division's budget; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; operate an office computer and variety of word processing, spreadsheet, and software applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

PHYSICAL PROFILE: I; 4, 7, 12.

TRANSITSVCCOORD.SPC