



Transit Traffic and Schedules Administrator - DRAFT

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Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
102	Exempt	EEO4 – Professional	AFSCME	08	11/10/2021	21-042

DEFINITION Under general direction supervision of the Traffic and Schedules Manager, provides supervision of the day-to-day operations of the work unit. Incumbents in this classification coordinates and supervise staff in the preparation of the District's transit schedules, including data collection and analysis of bus ridership and bus time schedule efficiency.

This position is distinguished from the Transit Schedules Manager in that the latter has overall management responsibility of the unit, and has the ultimate decision-making authority related to the direction, and operation of the unit, while this position assists in the determination of the direction but is primarily responsible for its implementation and day-to-day supervision of the unit's functions, activities, and staff. y; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: This is a one-position class responsible for the day-to-day supervision and production of bus routes and bus time schedules.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Plans, organizes, assigns, supervises, and reviews the day-to-day transit schedules and service development operations and activities.
- Participates in the selection, supervision, training, motivation, evaluation, and discipline of assigned staff and ensures the development of staff skills and competencies; documents, tracks, and schedules the ongoing training of assigned staff to ensure that they are able to maintain proficiency with evolving job requirements; ensures the provision of a high-performing team.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; identifies resource needs; recommends and implements policies and procedures, develops standard operating procedures for the work unit; identifies opportunities for improving service delivery; reviews with appropriate management staff; implements improvements after approval.
- Designs data gathering techniques and sampling criteria to monitor ridership, on-time performance, route efficiency, cost-effectiveness, and other related schedule performance issues; conducts cost and route performance analysis studies on existing and proposed routes and service changes; prepares summary reports.
- Supervises staff engaged in ~~passenger counting and~~ data collection tasks; writing of new and/or modified transportation service schedules, run cutting and rostering functions, production of bus ~~operator and drivers~~ schedules; and gathers data on a variety of equipment, labor and route performance. Assigns schedule-writing projects, monitors progress, and reviews and approves completed work.
- Creates daily and weekly ~~operator/driver~~ work and equipment assignments (blocking, run cutting, and rostering).
- Implements route and schedule adjustments, new service routes, and quarterly and special ~~operator/driver~~ sign-ups; coordinates route and schedule changes with the Transportation Division and other appropriate departments.
- Supervises and participates in the generation and distribution of various scheduling-related reports, written reports, memos and letters.
- Ensures that routes and schedule changes, run requirements comply with management and union contract requirements.
- Establishes and maintains effective work relationships with District staff and the public.
- May serve as a District representative at meetings with planners, ~~operator/driver~~, and other constituencies concerned with routing and service issues.
- Acts on behalf of the manager in their absence.



Transit Schedules and Schedules

- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures; ~~P~~principles and practices of bus route scheduling and implementation; route scheduling software; principles of cost-effective equipment usage; principles of supervision; principles of data collection; sampling techniques; basic statistics; route performance criteria and analysis; scheduling and assignment of bus ~~operator~~~~drivers~~ and equipment; pertinent labor contracts; route ~~cost~~ ~~analysis~~; ~~and~~ ~~transportation~~ service delivery issues; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

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Skilled in: ~~Operation of microcomputer based scheduling system networks; statistical and mathematical calculations~~

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Ability To: Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff; ~~A~~analyze and prepare detailed recommendations on proposed service changes; prepare cost effective routes and schedules; supervise the production of highly accurate ~~operator~~ ~~driver~~ schedules and public timetables; effectively coordinate the implementation of new routes and service changes; collect, analyze and present statistical data; communicate complex data in a clear, concise, effective manner to a variety of audiences; ~~and~~ establish and maintain effective working relationships with District personnel and members of the public using principles of ~~excellent~~~~good~~ customer service.

Education: Equivalent to a Bachelor's Degree from a college or university with major course work in ~~T~~ransportation ~~p~~lanning, ~~m~~Management, ~~b~~Business or ~~p~~Public ~~a~~Administration or closely related field.

Experience: Four (4) years of progressively responsible scheduling experience including two (2) years of lead level supervisory experience which involved familiarity with, and responsibility for technical and ~~functional~~~~functional~~ direction of staff and administering route analysis, on-time performance, and signup and/or route/schedule adjustments, preferably with a large transit provider. Or two (2) years that involved responsibilities at a level equivalent to the District's classification of Transit Schedule Specialist. Additional transit scheduling and/or relevant experience may be substituted for the education requirement on a year-for-year basis.

License and Certification(s): None.

Physical Requirements: (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. Must maintain the physical mobility necessary to transport oneself to various locations around the District.

Special Requirements: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.