

TRANSIT PROGRAM ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for monitoring and analyzing information on the various services within the county paratransit program. An incumbent in this class monitors contract compliance and researches contract proposals to determine needed services. Work is performed under the general supervision of the Director of Transit Administration. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes transit schedules and bids to plan service delivery;
Monitors contracts to ensure that all provisions are enforced and upheld;
Assists the Director in conducting transportation task force meetings;
Assists in the promotion of the Disadvantaged Business Enterprise Program;
Answers inquiries and handles complaints from the public and client agencies regarding transportation issues;
Operates a computer for the purpose of entering and updating information on various programs and expenditures;
Monitors weekly trip sheets and payment schedules for the purposes of billing.
Compiles and analyzes statistical data utilizing automated information systems;
Reports and makes recommendations based on findings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial records and accounts;
Good knowledge of the geography of Broome County;
Working knowledge of the New York State Vehicle Traffic Laws and the rules and regulations pertaining to coach operation;
Working knowledge of the principles and practices used in bus scheduling and routing;
Ability to organize and maintain accurate records and files;
Ability to analyze and organize data and prepare records and reports; Ability to deal courteously and effectively with county department heads and the public;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS :

- A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in accounting, business or a closely related field and 2 years of administrative experience in one or more components of a transportation system, e.g., operations, scheduling, dispatching; OR

- B) Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve hours in accounting or bookkeeping and 2 years of above mentioned experience; OR

- C) Graduation from high school or possession of an equivalency diploma and 4 years of administrative experience in one or more components of a transportation system, e.g., operations, scheduling, dispatching, etc., OR

- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.