

TRANSIT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves collecting, reviewing and analyzing data, and preparing reports on various aspects of transportation planning and/or mass transportation in the County of Rockland. The work is performed under the direction of a Principal Planner (Transportation). Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects and organizes data from multiple transit operators;
Assists in monitoring mandatory transportation programs (e.g., STOA, UPWP, TDM, etc.) by collecting and reviewing data and preparing required reports, documenting billing and payment requests, acting as liaison with agencies and staff in order to gather and review information, etc.;
Reviews and monitors current contracts and insurance certificates to ensure that such certificates and contracts are in compliance with federal and State requirements;
Maintains liaison with vendors and with other county, New York State and federal agencies;
Organizes and prepares documents related to contracts and/or agreements for federal, New York State and local governments, including consultants;
Provides oversight of the expenditures of funds received from various transportation grants and funding programs by maintaining detailed records;
Provides and reviews data and data analyses for transportation planning studies and transportation committees and reviews documents and reports prepared by such committees and prepares reports regarding same, as needed;
Uses computer software and/or other automated systems in the completion of assignments;
Maintains a variety of records pertaining to passenger and vehicle revenues, transit operating funds, expenditures, etc.;
Prepares a variety of reports and spreadsheets related to transportation planning activities;
Prepares contract request documents, when assigned, and maintains records of contracts and agreements, including but not limited to contract amendments, insurance certificates, and vouchers;
Completes special projects, as assigned, and may represent the department at meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of public transportation as it relates to Rockland County; ability to collect and organize data; ability to understand and interpret written material; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others such as transportation administrators, community leaders, government officials, etc.; ability to use computer software or other automated systems in the completion of assignments.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Transportation, Transportation Administration, Planning, Business Administration, or comparable curriculum and either

1. One (1) year of experience that substantially involved the direct support of public transportation and/or transportation planning programs**, or
2. One (1) year of technical or professional experience in public transportation, or
3. Any equivalent combination of 1. and 2. above.

(over)

NOTES:

1. An Associate's degree in Logistics, Business Administration, or comparable curriculum, and three (3) years of experience as described in 1. or 2. above shall be deemed fully qualifying.
2. Additional years of experience as described in 1. or 2. above may be substituted for the Bachelor's degree on a year-for-year basis, up to four (4) years.

*To be demonstrated during the probationary period.

**Examples of experience in the "direct support of public transportation and/or transportation planning programs" include collecting and organizing information, preparing reports, providing information to others, conducting surveys, etc. It shall not include general or entry-level clerical work, driving buses or other public transportation vehicles, strictly mechanical or labor functions, or dispatch.