



Transit Schedules Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
098	Exempt	1 – Officials & Administrators	AFSCME	11	10-27-10	10-046	1 of 2

DEFINITION: Under general supervision; manages the staff and activities of the Scheduling unit of the Service Development department, including fixed-route scheduling, traffic analysis, and related functions, to ensure the development and implementation of efficient and cost-effective bus schedules, and run cutting.

REPORTS TO: The Director of Service Development & Planning, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Manages and participates in the development and maintenance of the District's fixed route schedules, the production of timetables and driver schedules, and the collection and analysis of performance data, including "on-time" data, and passenger counts.
- Supervises assigned staff; including the Transit Schedules Administrator, Scheduling Data Administrator, scheduling staff and clerical staff. Assigns work projects and programs, monitors work flow, and reviews and evaluates work products methods and procedures.
- Manages goals for the Scheduling unit's annual short- and long-range work program; and tracks and measures achievement.
- Interprets provisions of labor contracts regarding routes and schedules, run requirements, and other related scheduling items to ensure compliance with contract obligations.
- Analyzes route performance data related to the number of drivers and equipment needed for optimum use of resources; and sets parameters for run cuts to achieve efficiency and meet budget constraints.
- Conducts special studies, surveys, and investigations designed to achieve more efficient and economic passenger service through efficient and sound scheduling.
- Appears before business, civic, and community groups as a District representative on transit-related matters. Conducts and attends a variety of meetings, responding to inquiries and concerns both orally and in writing.
- Leads and participates in numerous committees, technical groups, and peer reviews, in order to stay abreast of technical advances in transit operations
- Analyzes and researches advances in scheduling software, and consults with staff of the Information Services Department to determine the need, functionality, and cost-effectiveness of new or modified software applications.
- Maintains frequent contact with current scheduling software vendors to ensure that software applications are functioning properly.
- Researches, prepares, and presents reports on technical, operational, and administrative issues with recommendations to executive staff, and the Board of Directors.
- Develops the budget for the Scheduling unit, assists in budget implementation; monitors expenditures, and participates in the forecasting of additional funds needed for staffing, equipment, materials, and supplies.
- Oversees activities of consultants and contracts related to scheduling.



Transit Schedules Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
098	Exempt	1 – Officials & Administrators	AFSCME	11	10-27-10	10-046	2 of 2

- Responds to officials and auditors of the National Transportation Database; and prepares the annual report on District hours, miles, passenger miles, cash revenue, and rider ship.
- Conducts on-going departmental staff development, and training.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Transit services and service areas; the development and production of bus route schedules; run cutting techniques and the District’s current HASTUS scheduling software; procedures for determining correct bus and workforce utilization; labor contracts and administration; budgeting procedures and techniques; federal and state transit guidelines; principles and practices of leadership, motivation, and team building; principles and practices of management and supervision; report writing; cost and statistical analysis, business mathematics and statistics; research methods and survey techniques; current software for word processing, spreadsheets, databases, presentation, and data analysis at the intermediate level of proficiency; and applicable federal, state and local laws governing transit operations.

Ability To: Read and interpret federal and state laws in order to meet regulatory requirements; prepare run cuts; conduct cost and statistical analysis; conduct cost/benefit, impact, and other related technical analyses; adhere to multiple deadlines; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively advocate and promote the use of public transit; keep abreast of current and emerging trends and technical advances in transit scheduling; develop and administer a department budget; supervise, motivate, and train a large staff; adhere to labor contract requirements, prepare various reports, attend meetings; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education/Training: Equivalent to a Bachelor’s degree from an accredited college or university with major course work in Transportation Planning, Business Administration, Public Administration, or a closely related field.

Experience: Six (6) years of recent and verifiable experience in the field of transit scheduling and analysis, which included at least three (3) years of management level experience in a schedules department of a large transportation service provider.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field studies.

S:\HR\Data 12-01-01\Class-Comp\Class Specs\TransitSchedsMgr 10 10-CS.doc