

PUBLIC TRANSPORTATION ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position with responsibility for the development and administration of transportation services for specialized populations. An employee in this position identifies population trends and methods to maximize services to meet the needs of the community. The Public Transportation Analyst is also responsible for marketing, securing funding and ensuring compliance with regulating agencies. The work is performed under the general supervision of the Commissioner of Public Transportation, with leeway for exercise of independent judgement. Supervision is exercised over assigned staff. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a variety of reports and applications necessary to secure funding or reimbursement for department services;
Submits grant proposals for capital assistance;
Coordinates fiscal, management and reporting functions to assure compliance with Federal, State and local requirements;
Maintains effective relationships with Federal, State and local agencies in matters relating to planning and analysis of transportation projects and mandates for continued funding;
Administers and monitors agreements, contracts and grants to provide transportation services;
Develops and implements a public information program to improve public awareness;
Analyzes transit schedules and bids to plans coordinated service delivery;
Prepares Bid proposals and monitors contracts to ensure that all provisions are enforced and upheld;
Assists in the promotion of the Disadvantaged Business Enterprise Program;
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;
Interacts with all agencies or departments both private and public to provide coordinated mobility expertise;
Prepares and implements plans with other agencies and departments to mobility for their needs and secures funding appropriate for the services provided;
Develops and implements a public information program to improve public awareness of the availability of transportation services for specialized populations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Vehicle Traffic Laws and the rules and regulations pertaining to coach operation;
Good knowledge of grant monies available in the field of transportation;
Good knowledge of microcomputer techniques and their applications for transportation management control;
Ability to plan and coordinate the work of others;
Ability to verbally explain and defend budgets;
Ability to acquire familiarity with the laws and regulations and policies regarding transportation funding;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain successful working relationships;
Ability to identify problems, determine cause and provide solutions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in public or business administration, economics, political science or behavioral science, human services, transportation planning, communication studies or closely related field and five years administrative experience; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public or business administration, economics, political science, social or behavioral science, human services, transportation planning, communication studies or closely related field and three years administrative experience; OR
- C) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in public or business administration, economics, political science, social or behavioral science, human services, transportation planning, communication studies or closely related field and one year administrative experience; OR
- D) An equivalent combination of training and experience as indicated within the limits of A), B), and C) above.