



## City of Commerce

### **TRANSIT ANALYST**

Department: **Transportation**  
Revised Date: **August 2019**

Class Code: **TBD**  
FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under general supervision, provides a variety administrative and analytical duties in support of the City's transit system; monitors a variety of transit related contracts and grants; conducts research on a variety of transit related topics and issues; and provides staff assistance to the Director of Transportation.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Ensures transit system compliance with local, State and federal rules, regulations and laws; coordinates with outside firms conducting transit system audits.
- Prepares and administers a variety of transit related programs and grants; coordinates with outside agencies; monitors and documents grant milestones; ensures proper posting of expenditures; submits required reports and documentation.
- Conducts research and analysis on a variety of transit related issues and topics; documents findings and justifies recommendations.
- Designs comprehensive outreach, marketing, and promotional programs; manages discount programs; prepares and reviews a variety of marketing and outreach materials in various formats.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations;
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints; reviews citizen program applications to determine eligibility.
- Compiles and analyzes transportation operational quarterly performance reports, productivity improvement programs and prepares monthly and/or quarterly reports in the Federal Transit Administration's (FTA) Transit Award Management System (TrAMS).
- Tabulates and monitors ridership levels and performance by completing various spreadsheets and analyses; assists in developing recommendations for improvement.
- Oversees Transportation Department procurements and services; ensures compliance of procurements with local and Federal procurement laws, regulations and best practices.
- Represents the department on committees, with outside organizations, and at staff subcommittees as assigned; coordinates transit activities with other divisions and outside agencies.
- Prepares and presents agenda items; writes supporting documentation and creates graphs and other special displays as needed.
- Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Public or Business Administration, Planning, or a related field AND three years of administrative and analytical experience in transit programs including experience with transportation planning, program budgets and federal grant administration programs.

**Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

**Required Knowledge of:**

- Principles and practices of public transportation.
- Principles and practices of budget monitoring.
- Principles and practices of grant preparation and administration.
- Principles and practices of governmental procurement.
- Applicable federal, State, and local laws and regulations pertaining to transit operations
- City organization, operations, policies and procedures.
- Effective use of modern office equipment, personal computers and standard business software.

**Required Skill in:**

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Interpreting and explaining pertinent City and department policies and procedures.
- Keeping current with modern transit trends.
- Researching and analyzing program administration problems; making sound policy and procedural recommendations.
- Preparing and administering grants.
- Coordinating and chair public meetings involving individuals from various sociological, economic and educational backgrounds.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.
- Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment.
- Work is occasionally performed in the field.