

CITY OF GLENDALE

TITLE:	Transit Coordinator	CLASS CODE:	497
REPORTS TO:	Transit Manager	RANGE:	20
DEPARTMENT:	Transit	FLSA:	N
JOB SPECIFICATION DATE: September 28, 2006 cm			

JOB SUMMARY

Performs Transit support functions including scheduling, reporting, and monitoring of Transit operations.

ESSENTIAL FUNCTIONS

1. Coordinates work schedules and accommodates time-off requests for City Transit Service drivers. Makes arrangements for replacement drivers and dispatchers.
2. Determines billing amounts for the use of Transit Services by other organizations, such as Adult Day Care and Dialysis Centers.
3. Manage/monitor federal vehicle maintenance program.
4. Directs and monitors the work of temporary/part-time drivers
5. Maintains records and statistics; prepares reports and updates as required by region, or Federal Transit Administration.
6. Coordinate with Equipment Management on all vehicle repairs.
7. Acts as Transportation Supervisor, when necessary.
8. Coordinates survey reports per FTA guidelines.
9. Resolves and responds to customer service complaints.
10. Monitors contracts for temporary part-time drivers.

SECONDARY FUNCTIONS

11. Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of transit system operations
The geography and street landmark locations in the City of Glendale
Americans with Disabilities Act
Trapeze system for routing buses
Operation of two-way radio system for dispatching
Federal Transit Administration (FTA) reporting requirements

Skill in:

Typing and operation of personal computers
Use of Excel and Word

Ability to:

- Effectively plan, organize and supervise the work of others
- Establish and maintain effective working relationships with the general public, other agencies and City employees
- Prepare statistical reports and correspondence
- Communicate effectively both verbally and in writing
- Exercise independence and judgment in applying and following policies and procedures
- Perform basic arithmetic calculations

WORKING CONDITIONS

Office setting

MINIMUM QUALIFICATIONS

Three years of experience in public transportation, involving public contact including one year of lead or supervisory experience and/or experience with preparation of work schedules.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license
Some night and weekend work may be required

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.