

Employment Opportunity

Transit Analyst

\$65,231 to \$97,846 per year plus benefits

Application Process: Applications will be accepted until December 30, 2011 or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at <http://www.sanbag.ca.gov>.

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

Job Summary: Under general supervision, provides analytical and technical support to Transit and Rail Programs Director; provides varied management, program and budgetary analysis, and coordinates SANBAG projects with staff from other regional transit agencies.

Essential Functions -- *This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:*

- Works with regional transit agencies to provide support on a variety of projects, including reviewing operating statistics, budget preparation, agency performance reviews, and service modifications; develops reports and recommends actions as appropriate.
- Assists with the development and oversight of assigned SANBAG and grant funded projects, to include input on scope of work, and consultant interviews and selection.
- Performs varied research, data analysis, budgetary analysis, program analysis and computer research functions to support SANBAG transit and rail programs, and to monitor the performance of regional transit service providers.
- Compiles and analyzes local transit operator quarterly performance reports, productivity improvement programs and prepares summary quarterly performance reports.
- Tabulates and monitors ridership levels and performance by completing various spreadsheets and analyses; assists in developing recommendations for improvement.
- Develops and monitors grants for federal funds.
- Prepares and presents agenda items; writes supporting documentation and creates graphs and other special displays as needed.
- Maintains a record of federal transit appropriations by area, grant activity and appropriation balances.
- Researches and responds to inquiries and requests in support of management staff.
- Assists with development of operating and capital plans for the transit systems.
- Represents SANBAG as a planning and funding partner at transit agencies board meetings and local and statewide advisory groups, and articulates the agency's position on transit issues.
- Establishes and maintains working relationships with state and federal staffs, other government agency staff, and the public.
- Performs other related duties as required.

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Travel: Employees are required to possess a valid California driver's license and proof of automobile liability insurance since occasional travel throughout the County and the Southern California region may be required.

Minimum Qualifications

Education, Training and Experience Guidelines

Bachelor's Degree in Public or Business Administration, Planning, or a related field AND two years of experience in intergovernmental affairs, transportation planning and program budgets OR an equivalent combination of education, training and experience.

Knowledge of:

- Applicable state and federal statutes, rules, codes, and regulations.
- Public sector techniques for program evaluation, budget planning and cost accounting.
- Public policy research methods, data sources and research tools.
- State, federal and regional government operations, processes and resources.
- Procedures for handling confidential material.
- Record keeping and file maintenance principles and procedures.
- Business and personal computers, and standard software applications.

Skill in:

- Researching and assessing transit issues, program requirements and technical documents.
- Analyzing transit issues, developing recommendations and writing reports.
- Planning, organizing, and completing work within established deadlines.
- Using computer software programs including graphics, database, spreadsheet, word processing and Internet applications.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relationships with employees, government agency representatives, and the public.
- Communicating effectively verbally and in writing.

Work Environment: Work is performed in a standard office environment.

Forward Application to: San Bernardino Associated Governments
Attn: Terri Miyamoto
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

“An equal opportunity employer.”