

TRANSPORTATION SERVICES MANAGER

REVISED

SALARY*

\$5,548 - \$6,929 per month. *In addition to the monthly salary, the City contributes 7% of the employee's share of monthly salary to the Public Employees' Retirement System and offers a monthly benefit allowance of \$943. October 1, 2008, Retirement formula will be 2.5% @ 55.

FINAL FILING DATE

FILING DATE EXTENDED TO THURSDAY, MARCH 13, 2008 AT 5:00 P.M. A City application is required and may be obtained at Human Resources or by calling (626) 574-5405; TDD (626) 447-4609. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Application materials may also be downloaded from the City's website at www.ci.arcadia.ca.us. Faxed materials or postmarks will not be accepted.

Human Resources office hours: Monday through Thursday, 7:30 A.M. to 5:30 P.M. and alternate Fridays, 7:30 A.M. to 4:30 P.M. City Hall offices are closed on alternate Fridays.

THE POSITION

Administer and perform a wide variety of journey level professional, administrative, analytical, and coordination support duties for the Arcadia transit system, AQMD programs, Rideshare, congestion management plan, and short range transit plan; and provide highly responsible and complex staff assistance to the Development Services Director and/or designee. Participate in the development and implementation of new or revised transportation programs, systems, procedures, and methods of operation. Participate in the preparation and administration of assigned budgets; provide fiscal forecasting; maintain and monitor appropriate budgeting and expenditure controls. Research, collect, compile and analyze information from various sources on a variety of specialized topics, including complex transportation or administrative issues. Manage and administer the Arcadia Transit System including planning, operations, finance, policy development, and reporting. Administer the Proposition A/C Local Return Program including project development, reporting, and budgeting. Administer the AQMD/Rideshare Program (AB2766); act as the City Employee Transportation Coordinator. Prepare grant applications for transportation or other related programs and projects. Prepare contracts, agreements, scope of work, and requests for proposal. Monitor and respond to complaints and additional service requests. Provide information and assistance regarding transportation programs and services. Coordinate and participate in the preparation and review of assigned bids; prepare quotations regarding transit and transportation; assist in contract negotiations; monitor compliance with applicable contractual agreements. Perform related duties and responsibilities as assigned.

REQUIREMENTS

This position requires four years of responsible administrative and analytical experience involving the collection, compilation, and analysis of transportation and public transit data. Education equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, urban planning, transportation, or a related field. Possession of, or ability to obtain an appropriate, valid driver's license. Ability to work in a standard office environment; ability to travel to different sites and locations.

THE SELECTION PROCESS

Applications will be reviewed and those candidates who possess the most applicable experience and training will be invited to continue in the examination process. The selection process will consist of: **Application Evaluation** (Qualifying) and **Qualifications Appraisal Interview** (100%). **Please Note:** If you have a disability that may require an accommodation in the selection process, please notify Human Resources in writing when you submit your application.