



## **Employment Opportunity Transit Analyst**

### **ABILITY TO FILL CURRENT VACANCY IS CONTINGENT UPON COUNCIL APPROVAL.**

The Transit Analyst is responsible to perform a variety administrative and analytical duties in support of the City's transit system; to monitor a variety of transit related contracts; conduct grant management functions; and to provide staff assistance to the Transit Manager.

The successful candidate will experience a variety of public transportation challenges and opportunities in a team oriented environment. Some initial duties include procuring transit vehicles, equipment and services; applying for and managing all transit grants; ensuring compliance with federal regulations; monitoring transit operations; and responding to customer concerns. The incumbent will conduct research and analysis on a variety of transit related issues and topics; document findings and justify recommendations.

#### **Experience:**

Two years of increasingly responsible administrative and analytical experience related to transit programs.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in transit administration, business administration, public administration or a related field.

#### **License or Certificate:**

Possession of or ability to obtain an appropriate valid California driver's license.

The following information is being provided as a reference and as a planning tool for scheduling time off. Human Resources is unable to schedule make-up appointments.

### **Tentative Testing Schedule**

Writing Exercise and Oral Board Interview  
Wednesday, August 2, 2017

Applications may be screened to the most qualified, so please be as detailed as possible in the Experience and Education sections of your application. Resumes will not be reviewed in lieu of a properly completed application.

Human Resources reserves the right to revise the testing process to best meet the needs of the City.

Apply online at [www.modestogov.com](http://www.modestogov.com). City application required, including Supplemental Questionnaire. The City of Modesto is an Equal Opportunity Employer.