



TRANSIT COORDINATOR

Bargaining Unit: Service Employees International Union Local 1021
FLSA Status: Non-Exempt

DEFINITION

Under the direction of the Transit Manager, the Transit Coordinator organizes and coordinates one or more transit programs including, but not limited to, the paratransit certification program and human services transportation programs, and performs other related duties as required.

CLASS CHARACTERISTICS

This classification is characterized by the responsibility to perform program coordination in support of a variety of transit services provided through the Public Works Department - Transit Division. The incumbent acts as the primary community contact point for their program(s).

The Transit Coordinator is distinguished from the Transit Assistant Planner by performing routine administrative duties and handling minor contracts. Whereas, the latter classification is responsible for providing support to assist in the development, administration and analysis of the City's public transit programs

EXAMPLES OF DUTIES *(illustrative only)*

- Coordinates elements of the Union City Paratransit program - assuming direct responsibility for determinations of eligibility.
- Creates requisitions and receives on purchase orders.
- Oversees/Acts as the liaison for small individual contracts, or parts of the transit operations and maintenance contract.
- Assists in the development and administration of the annual program division/departmental budget.
- Assists with performing time or performance checks of in-service vehicles in the field.
- Enters data and monitors compliance.
- Performs routine, office administrative duties.
- Serves as the primary point of contact for the public.
- Reviews, recommends, and designs, marketing material.
- Serves as community information content creator and distributor; reviews and approves content requests to be posted in the transit vehicles and/or website.
- Serves as a community liaison at fairs, workshops, schools, community centers, conferences, conventions and in virtual settings.
- Attends Local, Regional, State, and National meetings, committees, and workshops as a representative of Union City Transit with an emphasis on Paratransit impacts.

- Provides minor assistance at the Public Works Maintenance Facility (Corporation Yard) as needed where the incumbent's desk will be located.
- Acts as primary or backup to transit vehicle electronic sign and digital voice announcement system programming.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience

Any combination of experience and training that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's Degree from an accredited college or university and one (1) year of experience in transit or transportation program administration.

OR

Education/training and experience equivalent to five (5) years of administration assistance experience.

Licenses and Certificates

Possession of a valid California Driver's License and satisfactory driving record

Knowledge of:

- Basic principles, practices and techniques of transit or transportation programs or operations; data sources for transit or transportation research.
- Software applications and office equipment related to the work.
- Mathematics, including basic statistics.
- Proper English grammar, spelling, punctuation, etc.

Ability to:

- Interpret, explain, and apply public transit policies and procedures and regulatory requirements.
- Communicate effectively, orally and in writing, with a wide variety of audiences.
- Interpret and apply guidelines, procedures, and directions accurately and efficiently.
- Organize multiple work assignments and meet critical deadlines.
- Assist in administering contractual agreements related to public transit systems.
- Perform data entry and prepare charts, reports and/or narrative summaries.
- Maintain accurate and confidential records and filing systems.
- Create visual graphics digitally or physically.
- Prioritize and meet deadlines.

- Establish, and maintain, effective work relationships with those contacted in the performance of duties.
- Work through direct supervision.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted working environment and exposure to loud noise. This position is based out of the City's Corporation Yard which is an active operational facility with uneven surfaces and vertical hazards that require appropriate footwear and clothing to avoid accidental injury.

Travel: Positions in this class may require local and statewide and interstate travel as necessary.