



Fresno County Rural Transit Agency

2035 Tulare Street, Suite 201, Fresno, CA 93721
tel 559-233-6789 Fax 559-233-9645
www.ruraltransit.org

Staff Analyst

Employer: Fresno County Rural Transit Agency (FCRTA)

Job Type: Full Time, Permanent

Location: Selma, CA

Schedule: Monday – Friday, 8am-5pm

Salary: \$65,000-\$85,000

JOB DESCRIPTION

Under general direction, performs a variety of administrative and analytical duties in support of FCRTA; administers transit-related contracts; develops grant applications and manages reporting; supports compliance with state and federal regulations; provides project management support for transit-related capital improvement and operational projects and planning projects; coordinates transportation planning efforts with local and regional transportation stakeholders; provides staff assistance to the Deputy Director; and performs related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Oversees a variety of transit-related contracts; reviews and monitors contractor performance through reviews of reports, surveys, meetings, and in-person assessments; monitors performance against key performance indicators and reports findings.
- Provide project management support for transit related capital projects, operational projects, and planning projects.
- Conducts in-person evaluations of transit system performance for quality assurance and contractor accountability purposes.
- Prepares and administers a variety of transit-related programs and grants; coordinates with outside agencies; monitors grant milestones and provides analysis and reporting necessary to meet grant requirements.
- Conducts research and analysis related to transit operations and makes recommendations to improve the efficiency or effectiveness of the transit system (transit planning), to include recommendations for changes to fixed routes, service spans, schedules, fare structures, vehicles and support equipment, policies, and other related elements; coordinates with regional transportation partners on proposed changes to improve regional connectivity and continuity.

- Conducts research and analysis on transit-related issues of significance and summarizes findings and recommendations for further consideration.
- Manages outreach, promotion, and marketing efforts for the transit system, with support from the adopted Short-Range Transit Plan (SRTTP); coordinates with outside firms, as needed, for design and/or production services; coordinates with the operations contractor for the posting of materials on buses, in bus shelters, as applicable.
- Assists in budget preparation and administration.
- Answers questions and provides customer service to members of the public, both verbally and in writing; investigates complaints and recommends corrective actions to resolve said complaints; documents customer service activities for filing and future follow-up, if needed.
- Purchases goods and services in accordance with applicable rules and regulations, to include consideration of specific grant requirements when using grant funds.
- Develops reports and provides presentations on transit-related programs and activities to the FCRTA Board, committees or other designated groups; prepares and presents information for transit-related topics.
- Represents the FCRTA on transit-related issues at meetings or other designated committee, commission, outside agency or group.
- Monitors and reports on the condition of transit assets, to include revenue and non-revenue vehicles, facilities, bus stop amenities, and assists in periodic updates to the Transit Asset Management (TAM) Plan.
- Assists in the development, scheduling, and posting of content on the website.
- Ensures transit system compliance with all applicable rules and regulations and assists with internal or external compliance audits, reviews, and evaluations.
- Attend and or present at meetings such as FCRTA Board meeting, committee meetings.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public transportation and public transit.
- Principles and practices of governmental budget development and monitoring.
- Principles and practices of grant preparation and administration.
- Principles and practices of governmental procurement, including purchases using State Local Transportation Funds (LTF) or Federal Transit Administration (FTA) Section 5311/5339 funding.
- Federal, State, and local laws and regulations governing public transit system operations and transportation grant funding, including, but not limited to:
 - o Americans with Disabilities Act (ADA);
 - o Title VI of the Civil Rights Act of 1964 (FTA Circular 4702.1B);
 - o Disadvantaged Business Enterprise (DBE) (49 CFR Part 26);
 - o Transit Asset Management (TAM) (49 CFR Part 265);
 - o Public Transportation Agency Safety Plan (49 CFR Part 673);
 - o California's Transportation Development Act (TDA), the Unmet Transit Needs (UTN) process, and financial performance requirements of the TDA.

- Office procedures, methods, and computer equipment, including Microsoft Office software products (Word, Excel, PowerPoint, and Outlook).
- Transit Award Management System (TrAMS).

Ability to:

- Analyze highly technical problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent local policies and procedures.
- Keep current with modern transit trends.
- Research and analyze program administration problems; make sound policy and procedural recommendations.
- Prepare and administer grants.
- Coordinate, lead, and present at public meetings involving individuals from various sociological, economic, and educational backgrounds.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and peers.
- Exercise sound judgment throughout the course of performing work duties, especially when handling sensitive information or interacting with difficult individuals.
- Prepare reports and compile statistical data.
- Operate standard office equipment including computers, copiers, and printers.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education

Possession of a Bachelor's degree with major coursework in transportation planning, or a related field.

Experience

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

How to Apply:

Submit a cover letter with a detailed resume, contact information (include email address for contact if possible) and references to:

Janelle Del Campo, Deputy Director
 Fresno County Rural Transit Agency
 2035 Tulare St., Suite 201
 Fresno, CA 93721
delcampo@fresnocog.org