

# CNYRTA/Centro Announcement of Vacant Position

## Transit Analyst (Syracuse)

**DEPARTMENT:** Service Development, Central New York Regional Transportation Authority

**STARTING SALARY RANGE:** Grade 5 - \$54,267 to \$60,655

*Note: Starting salary is determined by evaluation of experience and qualifications for the position and will be set at some point between the minimum and maximum of the pay scale.*

**JOB SUMMARY:** This position is responsible for monitoring and maintaining data collected from AVL systems, running reports from these systems which will be used for planning, developing and maintaining the quality of transit operating schedules to assure efficient and effective delivery of services in Onondaga, Cayuga, Oswego and Oneida counties. Position is non-exempt.

### MAJOR DUTIES:

1. Assist in the creation, maintenance & manipulation of computer databases, reports & software applications used for scheduling & implementation of CNYRTA services.
2. Conduct studies of routes & bus trips to determine their effectiveness relative to Board sanctioned service standards; including data collection & analysis, schedule efficiency analysis, route performance & costing analysis.
3. Monitor all collected data for quality assurance
4. Assist in development & implementation of public timetables, maps & other informational items.
5. Assist in development & implementation of transportation services for special events, contract services, and subcontract charts as needed. Interacts with clients and client agencies to set service parameters and provide costing estimates.
6. Provides technical support on Intelligent Transportation Systems projects including, but not limited to: Automated Vehicle Locators, Automated Passenger Counters, Automated Transit Itinerary Planning, Automated Fare Collection, Interactive Kiosks and Vehicles Surveillance Systems.
7. Assist department staff with schedule storage and maintaining accurate schedule inventories
8. Formulates and implements data collection activities to support departmental reporting requirements.
9. Investigates and responds to service complaints and coordinates resolutions with other departments.
10. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION:

#### KNOWLEDGE AND SKILLS:

**Education/Experience:** Bachelor's Degree with applicable experience preferred or equivalent combination of education and experience may be considered.

1. Knowledge in ARC-GIS experience preferred
2. Knowledge of transit routes, equipment, and employee duties and responsibilities.
3. Knowledge of authority policies and procedures.
4. Knowledge of city streets and surrounding areas serviced by CNYRTA.
5. Knowledge of Union and school contracts.
6. Skill in operating a computer and various standard and specialized software programs. (Trapeze, Clever Devices, Clever Works, Clever Reports, RideCheck+, Excel/Office Suite)
7. Knowledge of the operating characteristics of all bus types in CNYRTA's fleet.
8. Skill in performing mathematical calculations.
9. Skill in decision making.
10. Skill in organizing and prioritizing work.
11. Skill in oral and written communication.
12. Skill in interpersonal relations.

To apply for this position please complete an **In House Transfer Request Form** that is available from Danielle Raineri. **A current resume must also be attached to the form.** For individuals not currently employed by Centro, **applications must be submitted to Danielle Raineri** or go onto our website at [www.centro.org](http://www.centro.org) and apply! All qualified applicants are encouraged to apply. CNYTRA reserves the right to select a candidate from within or outside the Company.

**CNYRTA is an equal opportunity employer and drug free workplace.**

