



JOB TITLE:	SCHEDULES TECHNICIAN	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF SCHEDULES & SERVICE DEVELOPMENT	EEO CATEGORY:	06 – CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, the primary role of the Scheduling Technician is to provide administrative and operational support to various staff members in the Scheduling department. Researches, compiles, prepares, edits and distributes bus transit scheduling and operational data. Compiles, maintains and distributes Scheduling Department information to meet critical deadlines. Performs tasks related to quarterly bus operator bidding process. Performs data entry functions and develops operational reports from various software applications. Ability to work with and manage large data sets. Reviews office procedures and modifies, as necessary, to meet changing administrative demands. Assists with NTD reporting.

Essential Responsibilities

- Retrieves and compiles operational and scheduling data from various sources and prepares data for analysis.
- Assigns and schedules daily work of Traffic Checkers including NTD (National Transit Database) surveys, observation checks, as well as routine daily requests.
- Compiles statistical data for fiscal year end reporting to ensure data collected for the NTD Survey Program meets audit requirements. Performs associated data entry and reviews completed reports for completeness and accuracy.
- Maintains various databases, statistical records and prepares invoices for contracted services.
- Creates and distributes deadline sensitive electronic files and operational reports to internal and external stakeholders.
- Performs various functions in software applications including maintaining scheduling calendars, creating daily schedules and retrieving operational and scheduling data for analysis.
- Maintains and updates scheduling and operational files on the District intranet and manages the intranet “user list”.
- Performs Scheduling functions associated with quarterly bus operator bidding. Assists other staff, as needed, to ensure bidding process meets all contractually rules and obligations.
- Assists with the proofing and distribution of internal and external publications.
- Organizes and maintains historical electronic files for the Scheduling Department.



- Compiles invoice information for monthly and/or quarterly billing and prepares invoices for contracted services.
- Provides administrative support to the Bus Division as needed.
- Coordinates and arranges meeting for the Scheduling Department.
- May be assigned to a special project or other task not specifically listed in the above example of duties consistent with the level of responsibility.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:

Statistical data gathering and record keeping methods and techniques. Familiarity and ability to work with database management systems. Use initiative and sound judgment in performance of work duties.

Skill in or Ability to:

Research, compile, summarize, and prepare statistical records and reports. Organize and process information; develop logical conclusions and recommend solutions to problems. Perform arithmetic calculations accurately. Establish and maintain cooperative and effective working relationships. Maintain a high level of accuracy and attention to detail despite deadlines and frequent changes in work products. Handle exceptions to normal procedures and recommend solutions. Meet on-going deadlines and successfully manage multiple projects and assignments. Learn complex scheduling software. Demonstrate being detail oriented.

Minimum Qualifications

Education and/or Experience:

- Four (4) years of highly responsible office experience, including two (2) years recent experience in which the primary responsibilities included working with technical and/or statistical data, preferably using MS Windows applications and software programs.
- Knowledge of HASTUS computerized scheduling preferred.

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. May require extensive periods performing work on a computer. May lift up to 20 pounds (to box and lift files for storage). Records management may involve repetitive stooping, bending and reaching motions.