



JOB TITLE:	DIRECTOR OF SCHEDULES & SERVICE DEVELOPMENT	DIVISION:	BUS
REPORTS TO:	SENIOR DIRECTOR OF BUSINESS OPERATIONS	EEO CATEGORY:	01 - EXECUTIVE
FLSA:	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 direction of the Deputy General Manager of Bus Division, plans, organizes and directs the scheduling department. Prepares and develops operating schedules and related traffic statistics to optimize the allocation of transit operations resources for the Bus Division. Directs the preparation and development of operating schedules including multi-vehicle and crew schedules, traffic checks, operational statistics, bus schedule information to external applications, and other related activities. Serves as Project Manager to various District projects as assigned by the Deputy General Manager/Bus Division. Manages and understands the complexities of a computer generated scheduling system (currently GIRO HASTUS) including a working knowledge of how information from the scheduling system flows into other automated systems. Coordinates schedules with Marin Transit, SMART, other Bay Area transit systems including GGBHTD's Ferry Division. Plans own work sequences and procedures, referring unusual work situations to supervisor for advice. Generate accurate daily, weekly, monthly and quarterly reports consisting of coordinating transit guides, issuing bulletins and announcements, scheduling bus services, sign-up corrections, run book schedules, synopses of runs, spread times, penalties, run-cutting plans, calculating actual pay, etc. Operates as a strategic partner in the development of transit routing, schedules and capital needs and manages projects within the Schedules and Service Development Department. Works directly with the ATU in reviewing and/or resolving operational and contractual concerns.

Essential Responsibilities

- Supervises Scheduling unit staff and provides detailed analysis of possible scheduling scenarios as a strategic partner in the planning process for current and future services
- Analyzes schedule headways and passenger loads and make schedule changes to obtain maximum efficiency and economy of operation
- Serves a Project Manager/Administrator to various District project/programs as assigned by the Deputy General Manager/Bus Division
- Coordinates bus service schedules with, Marin Transit, SMART, and other Bay Area transit including GGBHTD's Ferry Division



- Operates a computer-generated automated scheduling system (currently GIRO HASTUS Scheduling Module) and assist other department staff in the familiarization and operation of said system. Prepares operating schedules for the District's public transportation vehicles, defining trips made, transfer points, departure, intermediate points and arrival times; develop runs for individual operators and vehicles
- Supports HASTUS owners in other Bus Division units to improve business processes and operating practices
- Drives scheduling analysis from CAD-AVL & APC data, taking full advantage of the data and analytical capabilities stemming from the system and its components, with direct team to maximize service and scheduling efficiencies
- Creates, develops and customizes CAD-AVL & APC reports for schedulers and other stakeholders
- Develops, analyzes and proposes transit plans for new area routes, operational changes such as establishing and consolidating bus routes and re-routing, deciding when to change spacing versus eliminate or add a bus run, extending or shortening routes to provide the basis for budget projection and planning to run a service and prevent overloading
- Prepares and issues bulletins or other notifications to drivers for temporary scheduling, route changes or run changes; maintain records of schedule changes
- Devises special forms to be used for schedule-making studies; revises systems and procedures related to scheduling and run-cutting
- Supervises the schedule-making, traffic-checking and related activities in the scheduling and service development department; instructs department staff in the theories, techniques and procedures of scheduling
- Supervises preparation of work time tables, graphic analysis of runs, synopses of runs, run books, dispatchers' check-out sheets and other schedule-related documents
- Conducts and coordinates field surveys of passenger riding patterns, performs interlining activities, traffic conditions, schedule accuracy and reliability, travel times and distances
- Attends and occasionally speaks at public meetings regarding transit issues and/or complaints within the community
- Support Planning and Marin Transit staff activities regarding the Bus Passenger Mileage Survey Program (National Transit Database reporting)
- Ensures that the Scheduling Department supplies data to District reporting systems in an accurate and timely manner
- Ensures that safety program activities are effectively implemented and the department follow established safe work practices and obey all safety rules
- Performs additional related duties as assigned
- Regular and reliable attendance is a requirement of this position

Required Knowledge, Skills and Abilities

Knowledge of:

- Bus transit operations, and a thorough understanding and application of the concepts of scheduling including automated and manual disciplines
- Law regulating bus hours and services
- Principles of personnel supervision and general administration
- Memoranda of Understanding
- District policies and procedures
- Project Management

Skill in or Ability to:

- Perform exacting detail work, analyze and correct discrepancies
- Use statistical methods in order to calculate and analyze information required to perform necessary reports, and perform other mathematical computations
- Coordinate schedule-making activities with other departments and other transportation systems such as Marin Transit and SMART
- Visualize impact of proposed schedule changes
- Establish and maintain cooperative and effective working relationships with all contacted in the course of work
- Plan, organize, schedule, direct and supervise subordinate personnel and department activities
- Demonstrate advanced computer skills, such as experience using spreadsheet, word processing and database software and basic coding abilities

Minimum Qualifications

Education and/or Experience:

- Bachelor Degree in Business Administration, Transportation, or related field. Position related experience may be substituted on a year per year basis in lieu of a degree. Applicants who do not possess a degree should attach a statement supporting qualifying experience which must be submitted at the time of application
- Five (5) years scheduling experience for a transit agency. Four (4) years supervisory experience
- Must be proficient in Windows environment, MS Word, advanced spreadsheet applications and other similar software programs

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record.

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. Ability to travel to District facilities