Date Adopted: 6/13/06

CITY OF GLENDORA

CONTRACTS/PROGRAMS ANALYST

*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.*

DEFINITION

Under direction, oversees and coordinates the assigned programs, services, and activities of the Community Services Department including the Department's Public Transportation Unit; participates in the development of policies and procedures for transit and other functions as assigned; participates in the development and administration of assigned budgets; establishes and maintains liaison with the public and other intergovernmental agencies; performs related duties as required.

CLASS CHARACTERISTICS

This class reports to the Community Services Director and is responsible for assisting in the development, administration and operation of the public transportation and other programs and operations within the Community Services Department. Responsibilities of the incumbent include participating in addressing transit and transportation issues of concern to the City.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Participates in the development of policies and procedures relating to public transit and other assigned programs and services; ensures that policies are administered equitably. (a b c d f g h j k l)

2. Participates in planning, directing, and coordinating transit services and in developing comprehensive plans to satisfy future needs for unit services. (a c d f j k l o)

3. Assist in development and administration of the budget for the transportation/transit function and other programs and functions as assigned; evaluates ridership and related costs; procures transit vehicles, bus shelters, bus benches, and other amenities. (a b d f h i j n o p)

4. Participates in the performance of long and short range planning for services, projects, capital acquisitions, routing, and bus stop locations; participates in forecasting financial requirements; participates in the development of procedures to implement required programs. (a b c d f g h)

5. Participates in the preparation, management, and evaluation of technical contracts for services including those for services provided by vendors for the operation of the public transportation program. (a b c d j m n o p)

6. Participates in the administration of contractual agreements for services provided by outside vendors, consultants, or agencies; prepares service contracts and revisions to contracts; participates in negotiating contracts and extensions; monitors contractors operations and services for cost effectiveness and efficiencies; develops methods for reporting and evaluating contractors compliance. (a b c d e f g h i j k m)

7. Investigates complaints and accidents; determines appropriate course of action; resolves problems. (a b c e f g j k o)

8. Participates in the development and implementation of marketing plans for public transit services including development and production of brochures; monitors and responds to complaints; identifies complaint patterns and trends. (a b c d f h k l m n o)

9. Advises, reports to, and otherwise provides assistance to the Community Services Director and other City personnel regarding public transportation related issues. (a b c f g h j l n o p)

10. Conducts safety and other training programs and reviews; evaluates vehicle inspections. (a c e g h j k m o)

11. Represents the City in relations with the community, local, state, and federal agencies and professional organizations on transportation related issues. (a b c f i j l o)

12. According to established procedures, recommends purchase of equipment, materials, and supplies necessary to maintain the Transportation Center, vehicles and equipment; maintains records and prepares reports regarding supplies and equipment used in the completion of the projects. (a b c e f g h j k n p)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepares complex reports on a variety of subjects.

c. Establish and maintain effective relationships with community at large, City personnel, City Council, and other public officials.

d. Oversees and coordinates transportation planning and vehicle maintenance activities.

e. Trains, supervises, and evaluates employees and contractors.

f. Comprehend complicated issues related to transportation.

g. Makes decisions regarding operational and personnel functions.

h. Operates programs within allocated amounts.

i. Participates in the administration of contracts and ensures compliance with contract provisions.

j. Understands, explains, and applies policies and procedures.

k. Analyze unusual situations and resolves through application of management principles and practices.

l. Assist in developing comprehensive plans to meet future City needs/services.

m. Deal constructively with conflict and develop effective resolutions.

n. Assist in planning and enforcing a balanced budget.

o. Assist in the development new policies impacting unit operations/procedures.

p. Interpret financial statements and cost accounting reports.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree in public administration, business administration or a related field plus two years of responsible professional and administrative experience preferably in a transit program area

Knowledge and Skill Levels

Knowledge of municipal transit operations; related laws and regulations; principles of administration and supervision; principles of organization, administration, supervision, budget, and personnel management; federal and state regulations relating to grant proposals and safe working practices; methods and techniques of research and statistical analysis, report preparation, administrative analysis and problem solving.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting with some travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006