

Class Concept

This is professional consultative work in providing technical assistance to State agencies, local governments, and/or private concerns in the organization and operation of public transportation programs and services. Employees are responsible for conducting feasibility studies, analyzing existing transit services, and drafting modal interface plans for localized systems. Employees also assist in the development of information packages and training programs, and assist in the preparation of grant applications. Work is usually related to assigned general program area such as ride sharing, management assistance, or bicycles, but may involve assignments in all program areas. All assignments relate to the promotion and development of transportation systems. Work requires the review of project proposals to determine their feasibility, the analysis of data and information in order to formulate implementation and administration recommendations, and the analysis of project applications including programs and fiscal related information to determine eligibility for possible grants' funding. Work requires a general understanding of public transportation modes and their interrelationships, or analytical planning techniques and their application in the area of transportation, and of the principles and practices of grants administration, especially as they apply to federal funding programs. Work in progress is reviewed by higher level consultant or supervisor through conferences, and final reports are reviewed to ensure compliance with accepted technical practices and established policies. Policy issues are referred to supervisor for resolution. Work requires contact with a variety of State and local government officials, planners, and community leaders, and representatives of private concerns. Work also requires explanation and some interpretation of the regulations and requirements of grants funding programs.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of public transportation modes and their interrelationships; analytical planning techniques and their application in the area of public transportation; and of the principles and practices of grants administration.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with a variety of State and local government officials, planners, and community leaders, and representatives of private concerns.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and two years of experience in the collection and analysis of economic and social data and information, or in the administration of public transportation programs or services; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.