

### Class Concept

This is professional, consultative and administrative 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 serve as chief consultant in a general program area and are responsible for recommending program design including objectives, establishing administrative procedures, and integrating consultative activities related to area of responsibility. Work requires the development of information packages and training programs and, occasionally, the preparation of grants applications. Work is usually related to assigned general program area but may involve assignments in all program areas. All assignments relate to the promotion, development, and integration of transportation systems. Work requires the review of project proposals to determine their feasibility, the analysis of data and information in order to formulate program objective and administrative recommendations, and the analysis of project applications including program and fiscal-related information to determine eligibility for possible grants funding. Data and information may originate from unlike public transportation systems which require an assessment of the compatibility of the data and information through identification of potential discrepancies and sources of variance. Work requires a thorough understanding of assigned program area including administrative practices. Work also requires a general understanding of transportation modes and their interrelationships, analytical planning techniques and their application in the area of public transportation, and the principles and practices of grants administration, especially as they apply to Federal funding programs. Work in progress is reviewed by supervisor through conferences, and final reports are reviewed to ensure compliance with established policies and administrative procedures. Recommendations resulting from individual studies impact on the development of the concerned local public transportation mode and have implications for the affected public transportation system. Work requires contact with a variety of State, Federal, local government officials, planners, and community leaders, and representatives of private concerns. Work may also require contact with consulting firms. Work is generally conducted in a typical office setting. Work requires some travel; therefore, employees are exposed to typical driving hazards.

### 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

Master's degree in urban and regional planning, transportation planning, engineering, business administration, or economics from an appropriately accredited institution and one year of experience in public transportation planning or administration, or community planning; or

Bachelor's degree from an appropriately accredited institution and three years of experience in the collection and analysis of economic and social data and information, one of which must have been in public transportation planning or administration, or community planning; or an equivalent combination of education and experience.