

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY
invites applications for the position of:



Transit Analyst

SALARY: Not Displayed

OPENING DATE: 12/28/15

CLOSING DATE: Continuous

BASIC FUNCTIONS:

Assists in the development, planning, and review of existing and proposed bus routes. Assists in the development of the annual Transit Service Plan. Assists in the strategic planning for bus and rail service integration.

RESPONSIBILITIES AND SPECIFIC DUTIES:

- Assists in planning and implementing new and restructured local, regional, and emergency transit services.
- Prepares maps and other geographic analyses of ridership, socio-economic trends, and other transit related data.
- Conducts, compiles, and summarizes data including ridership, passenger overloads, service reliability, and customers' input to support recommendations for service modifications, and prepares related charts and reports.
- Meets and communicates with members of the public to respond to questions on subjects relevant to METRO service.
- Provides assistance in responding to requests from the public or outside agencies.
- Attends rider forums, public hearings, and other necessary functions.
- Analyzes schedules and identifies areas for improvement to enhance service efficiency and effectiveness.
- Abstracts bus route nodes and segments, calculates running times and mileage, and calculates and constructs headways.
- Assists in the development of single branch route schedules using Trapeze scheduling system.
- Assists in preparing public timetables and marketing pieces for public dissemination.
- Prepares for and assists with administering bus and rail operator sign-up.
- Maintains operator comfort station and route destination sign codes in Trapeze.
- Assists with other departmental efforts to develop materials communicating the implementation of transit service programs and modifications.
- Provides staff support and coordinates on various projects with other divisions.
- Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

Associate Arts (AA) degree with coursework in GIS and statistics. Bachelor's degree in transportation planning, public administration, urban planning or a related field preferred. A combination of education and related experience may be considered in lieu of education requirements.

Minimum one (1) year experience in planning, GIS or technical data analysis.

Interpretive ability of technical data and knowledge of basic statistics. Strong verbal and written communication skills. Working knowledge of PC's and related software (MS Office). Knowledge of ArcGIS software. Bilingual (Spanish) preferred. Must be a self-starter.

ADDITIONAL INFORMATION:

The Metropolitan Transit Authority of Harris County, Texas has a zero tolerance drug and alcohol policy for all employees. All internal and external applicants will be required to undergo drug testing before employment and will be subject to further drug and/or alcohol testing throughout their employment.

Further, employees who perform safety-sensitive functions will submit to drug and/or alcohol testing in accordance to the Department of Transportation (DOT) and the Federal Transit Administration (FTA) regulatory requirements.

We provide equal opportunity to all qualified individuals regardless of race, color, religion, age, sex, national origin, veteran status, genetic information or disability.

Grade 8
2015

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ridemetro.org/Opportunities/Jobs>

Position #3582
TRANSIT ANALYST
RC

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