



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Salary Range for Transit Coordinator
MEETING DATE: July 17, 1996
SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To approve the Class Specification and Salary Range for Transit Coordinator.

BACKGROUND INFORMATION: In September 1992, it became necessary for the City to assume the management and operation of Dial-A-Ride. At that time, duties were restructured into the Administrative Assistant To The City Manager position. Since that time, the duties of that position have been changed, and the City has established a fixed bus route system - Grapeline. These changes have necessitated the establishment of a full-time position to administer both the demand response (Dial-A-Ride) and fixed bus route systems.

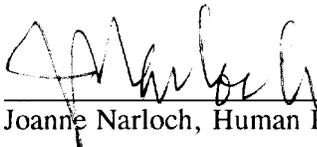
It is recommended to establish the position of Transit Coordinator (class specification attached), and the following salary range:

		Step		
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$ 3290.81	\$ 3455.35	\$ 3628.12	\$ 3809.52	\$ 4000.00

ANNUAL TOTAL COST (Benefits and Salary): \$62,400.00

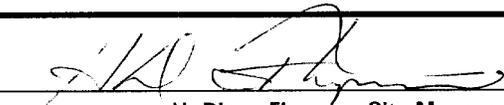
FUNDING: Federal Transit Authority Grant Funding

Respectfully submitted,



 Joanne Narloch, Human Resources Director

Prepared by Marlon Robbins, Human Resources Analyst II

APPROVED: 

 H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-98

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND SALARY
RANGE FOR TRANSIT COORDINATOR

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Transit Coordinator, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

STEP				
A	B	C	D	E
\$ 3,290.81	\$ 3,455.35	\$ 3,628.12	\$ 3,809.52	\$ 4,000.00

Dated: July 17, 1996

I hereby certify that Resolution No. 96-98 was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 17, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

TRANSIT COORDINATOR

DEFINITION:

Under general direction, plans and organizes the operations of the City's demand response and fixed bus route transit system; coordinates assigned activities with other City departments, Federal Transit Administration, and other outside agencies and the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Exercises general direction over transit operations staff and contractor. Receives direction from the Public Works Director.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develops and administers policies and procedures concerning transit operations.
- Prepares, monitors and administers transit budget.
- Determines revenue needs and resources.
- Prepares grant applications and ensures compliance with grant funding requirements.
- Directs the selection, supervision and work evaluation of department personnel.
- Investigates and responds to complaints, accidents and emergencies.
- Prepares and maintains a variety of records, data and reports.
- Prepares and maintains shift schedules.
- Prepares requisitions and purchase orders.
- Coordinates vehicle and equipment maintenance.
- Monitors and evaluates transit operations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Federal, State and local laws and regulations governing public transit system operations and grant funding.
- Modern transit system operating principles and practices.
- Principles and practices of supervision.
- Basic mathematics, account record keeping and budgeting.

MINIMUM QUALIFICATIONS (Cont'd):

Ability to:

Plan, organize and direct transportation operations.
Analyze operating conditions and problems and recommend and implement appropriate solutions.
Plan, organize, assign, supervise, review and evaluate the work of others.
Prepare reports and compile statistical data.
Establish and maintain cooperative relationships with those contacted in the course of work.
Conduct performance appraisals, counsel employees, prepare documentation and recommend discipline and merit recognition.
Read and interpret rules, policies and procedures.
Research complaints, problems and prepare responses for management, including composing correspondence.
Operate standard office equipment including microcomputer software.
Maintain tact, poise and professional demeanor under adverse circumstances.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree with major coursework in public or business administration, transportation and planning, or a related field.

Experience:

Three years in public transit operations, one of which shall have been in a lead capacity.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.