CITY OF FOLSOM

TRANSIT SCHEDULER

DEFINITION
Under general supervision, perform a wide variety of clerical and office functions as related to the City's transportation services program. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Schedule routes for transportation services program bus drivers.
- Receive requests for services over the telephone from clients and schedules requests.
- Dispatch all routes including paratransit to transit bus drivers.
- Collect, sort, reconcile, and track transit bus drivers log sheets.
- Coordinate vehicle maintenance and repair.
- Maintain complete and accurate transit service request records.
- Perform routine and specialized clerical duties such as typing, proof-reading, filing, and operating general office equipment including calculator and computer.
- Assist the public with transit information.
- Report and verify information on daily records.
- Type forms, letters, memoranda, statistical reports, and other correspondence.
- Serve as back-up driver when required.
- Gather data for analysis.
- Receive, process and schedule drive request for leave.
- Prepare and process driver route bids.
- Receive, process and schedule charter requests.
- Coordinate replacements for schedules.
- Prepare timesheets for payroll.
- Update transit hotline with pertinent information.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS
NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of scheduling and dispatching of a transit system.
- City streets and transit routes within and about the City.

- Knowledge of modern office methods, procedures, and equipment.
- English grammar, spelling, vocabulary, and punctuation
- Basic arithmetic.

Ability to:

- Effectively schedule and dispatch transportation routes.
- Organize and maintain recordkeeping systems and driver schedules.
- Interpret and understand written material.
- Operate a wide variety of office equipment.
- Safely drive and operate a bus; and accurately collect and balance fares and other cash transactions.
- Establish and maintain effective working relationships with those contacted through the course of work.
- Effectively communicate verbally and in writing.

Minimum Qualifications:

Experience:
One (1) year of full-time scheduling, dispatching, and/or clerical experience for a transportation/transit operation.

License, Certification, Registration Requirements:
Possession of, or the ability to obtain and retain, a California Class B driver license with a P (Passenger) Certification by the time of appointment.

Physical Requirements:
Work is performed in a typical office setting. (1) Mobility: frequent use of a keyboard; frequent sitting, standing, and walking; occasional bending or squatting. (2) Lifting: frequently up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motions; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the telephone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and co-worker contact; occasionally working alone. (7) Environmental: frequent exposure to noise; occasionally may be exposed to fumes, smoke, or gases; occasionally work around moving objects or vehicles.

Information Block

Class Code:	
FLSA Status:	Non-exempt
Established:	
Revised:	
Retitled:	
Workers Compensation Code	
Bargaining Unit:	