

**CITY OF RIVERBANK**  
**TRANSPORTATION COORDINATOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, plans and organizes the operations of the Riverbank/Oakdale Transit Authority's (ROTA) demand response and fixed bus route; coordinates assigned activities with other City departments, Federal Transit Administration, the Stanislaus Council of Governments, other outside agencies, and the general public; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Transportation Coordinator** is the journey level class that serves as a liaison between the cities of Riverbank and Oakdale, ROTA, and MV Transportation. This classification is distinguished from the next higher classification of Senior Administrative Analyst by the performance of planning and organizing the operations of the public transportation systems.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Senior Administrative Analyst or his/her designee. Incumbents in this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans and organizes the operations of the Riverbank/Oakdale Transit Authority's (ROTA) demand response and fixed bus route; meets with other cities in Stanislaus County to discuss transit operations; meets with transportation providers; assists in retiming the bus route.
- Prepares ROTA Board agenda, minutes, and any other information necessary for meetings; schedules and attends ROTA Board meetings every other month; attends the monthly Social Services Transportation Advisory Council meetings; attends monthly safety meetings and classes pertaining to transit; attends Riverbank and Oakdale Business Association meetings.
- Sends news releases and trolley information to radios and local newspaper; updates website with necessary information; distributes bus schedules; coordinates placement of ROTA signs; redesigns the fixed route brochure as needed.
- Interacts with the community to increase awareness of the public transportation system; visits local schools, community centers, Farmer's Market, the Wine & Cheese Festival, and bus shelters; prepares and gives presentations; coordinates marketing functions such as ribbon cuttings and grand openings.
- Reviews employee accident, service, and maintenance information from providers; troubleshoots

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transit complaints.

- Orders promotional items, office supplies, and new vehicles for ROTA.
- Collects data from service provider on ridership and other statistics; tracks transit provider contract compliance, including performance, hours of service, revenue reconciliation, and customer satisfaction; reviews employee, accident, service, and maintenance information from provider.
- Rides vehicles in the public transportation system to identify any problems or concerns.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment, and acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works in all weather conditions, including wet, hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds and occasionally lift equipment weighing more than 25 lbs is also required. The nature of the work also requires the incumbent to ride public transportation vehicles that produce loud noises and vibrations.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Transportation Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible administrative experience, with one year in a transit environment, and a high school diploma or equivalent.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid California Class C driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Methods, materials, equipment, and supplies used in municipal transit services; methods and techniques for marketing, basic account record keeping and budgeting; contract service providers; contract administration; basic principles of mathematics; applicable state regulations related to the operation of vehicles transporting the public and transportation grant funding; standard office

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procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping; proper English, spelling, and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Plan and oversee the operations of ROTA; schedule fixed route and curb response services; act as liaison between cities, public transportation agencies, the contract service provider, and the public; oversee and work effectively with the contract service provider; make adjustments to standard operating procedures as is appropriate; keep records and logs; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; follow written and oral directions; implement safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications.