

OPEN TO ALL QUALIFIED APPLICANTS
TRANSIT PLANNING AND SCHEDULING MANAGER
METRO TRANSIT

REANNOUNCEMENT

DANE COUNTY RESIDENCY IS REQUIRED FOR THIS POSITION

SALARY: \$68,218.00 to \$82,125.00 annually

GENERAL RESPONSIBILITIES: This is responsible professional supervisory work in developing and implementing the Madison Metro Transit Utility Planning and Scheduling Program. This work, under the general supervision of the Transit Manager, involves significant responsibility for developing, directing, coordinating, implementing and monitoring area-wide transit system planning and scheduling activities, both directly and through a subordinate professional and technical staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Direct and/or perform Metro operational, strategic and long-range planning. Develop program improvements and modifications to such things as transit system design, service, schedules and standards. Direct research, compilation, analysis and summarization of data used in transportation planning, scheduling, marketing and other studies; route and system productivity analyses; route operational analyses; and design of route and schedule alternatives, including new approaches and concepts. Make recommendations for implementation and direct or carry out studies related to various transit fare, service or other policies; write reports and make recommendations to such bodies as the Transit and Parking Commission through the General Manager. Represent Metro in inter-agency transportation planning activities such as Alternatives Analysis, Transit Development Program, coordinated school transportation, etc. which are carried out in conjunction with Dane County Regional Planning, City Planning staff, the School Board and School District planning staff, and similar groups. Implement adopted programs and projects within Metro; direct or perform review of proposed land developments, highway design, neighborhood plans, etc. and submit transit/transportation comments. Work jointly with elected officials and administrators of other communities in the transit service area and the University of Wisconsin to propose or respond to proposed service changes and to recommend solutions to problems; coordinate planning activities and projects with the City Department of Transportation and other City, County and State agencies and committees. Prepare budget service improvement alternatives and recommendations to the General Manager for consideration by public bodies. Determine bus and bus shelter capital needs for programmed service improvements and direct preparation of other budget information relating to the areas of responsibility. Direct the planning, coordinating and monitoring of route scheduling, run cutting and other scheduling activities to insure maximum utilization of labor, equipment, capacity and energy. Supervise professional and technical staff: plan, prioritize and assign duties, review work in progress and on completion and perform other related managerial functions. Review and make recommendations regarding management proposals for labor negotiation relating to scheduling for more efficient use of resources. As required, write RFP's, hire consultants to perform special planning and/or research activities, supervise work, approve product and implement recommendations. Direct the submittal of federally required Title VI Civil Rights and Uniform Operations (and Financial) Reporting System reports and other planning information necessary to meet federal, state and local requirements. Direct the conducting of studies and the development of recommendations on bus shelter specifications and location and on other equipment specifications as required. Present transit service design and schedule alternatives to public bodies and other groups; present reports for/to various boards, committees, commissions and officials, make speeches and other public appearance as may be required. Serve on

transit and transportation-related committees and provide staff support for various committee, commission and study groups as assigned. Perform related work as required.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of transportation planning and the interface of the various elements encompassed by that field. Thorough knowledge of the physical and social aspects of transit planning and data analysis. Thorough knowledge of research design and data collection, analysis, and statistical techniques, practices and principles associated with transit planning. Working knowledge of the operations of a public transportation system. Working knowledge of related federal transit regulations and programs. Ability to organize and develop complete, concise, and understandable technical and statistical reports summarizing the results of planning, scheduling, and other types of technical or statistical studies and to coordinate the work of others in this regard. Ability to plan, supervise and coordinate the work of subordinates engaged in comprehensive planning activities. Ability to make related presentations to groups. Ability to establish and maintain effective working relationships with City personnel, public officials and the general public. Ability to communicate in a highly effective manner, both orally and in writing.

TRAINING AND EXPERIENCE: Three years of responsible professional transit or transportation planning experience which included independent responsibility for developing and coordinating related professional planning activities. At least one year of the experience must have involved supervisory or leadership responsibilities for other professional and lower-level planning staff. Such experience would normally be gained after graduation from a four-year college or university with a degree or majors in transportation planning or a directly related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

SPECIAL NOTE: The ideal candidate will have a track record developing new services and managing highly visible transit projects. The Madison area is currently in the planning stages for commuter rail, bus rapid transit, and other significant public transit investments, contributing to Madison being rated as one of the top 10 places to live and work in the United States as rated by various national magazines.

APPLICATIONS: Are available at the City Human Resources Department, 210 Martin Luther King, Jr. Blvd., Room 501, Madison, WI 53703; (608) 266-6500; FAX (608) 267-1115; TTY/Textnet (866) 704-2340; www.cityofmadison.com/employment/employmentListings.cfm. Resumés received without formal application will not be considered. Applications will be accepted until 4:30 p.m. on May 12, 2009.

Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal law. Persons needing assistance with examinations should contact the City of Madison Occupational Accommodations Specialist at (608) 267-1156.

REPRESENTATION: Non-Represented

CERT 2009071.DOC; JFC 1C; COMP GROUP 44; RANGE 14; PCN 2933; DEPT #50; 01/30/2009; REANNOUNCED 04/08/2009: JH:17

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF MADISON WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED

STATES. ALL APPLICANTS OFFERED A CITY OF MADISON POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED FROM THE HUMAN RESOURCES DEPARTMENT. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A SEPARATE FILE, IN THE HUMAN RESOURCES DEPARTMENT.