

**Salary:** Monthly salary range: \$4,555-\$6,162

**Posting Date:** March 7, 2012

**Filing Deadline:** Until filled

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**JOB SUMMARY**

Prepares and maintains transit schedules, develops vehicle and operator work schedules, posts and processes the operator bid; prepares and maintains all operational service-related documents and performs other related duties as required.

**ESSENTIAL FUNCTIONS**

Build route schedules and block trips using scheduling software (Giro HASTUS). Use run-cutting and rostering software to create daily and weekly bus driver assignments which meet the labor contract provisions and effectively utilize resources available. Communicates and meets with Union representatives in development of the operator bid, as directed. Attends various meetings in regards to route planning as directed.

**KNOWLEDGE, SKILLS & ABILITY**

Ability to read and interpret documents such as safety rules, bus schedules and maps, operating and maintenance instructions, Coach Operator contract language, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees. Ability to perform basic mathematical computations and conversions using both the decimal system and hours/minutes. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**MINIMUM QUALIFICATIONS & REQUIREMENTS**

Must have a Bachelor's degree from a four-year College or University; or one to two years related experience and/or training; or equivalent combination of education and experience. Excellent driving record; licensed driver for 5 years; must possess valid California driver's license at time of application and meet all qualifications specified by the State of California for a Class C Drivers License. In accordance with the Immigration Reform and Control Act of 1986, must be prepared to offer documents to support employment eligibility; desire to work with the public.

**FILING**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications received after the deadline may be reviewed and kept on file for up to six months for future consideration. Applications may be obtained from our Administrative Offices, One Ryan Ranch Road, Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; by calling the Administrative Offices, (888) 678-2871 or by visiting MST online at <http://www.mst.org>. **SUBMIT**

**COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attn. Human Resources, One Ryan Ranch Road, Monterey, CA 93940. Applications must be submitted with a DMV printout form H6 or K4. Resumes will not be accepted in lieu of a completed application.

**ADA**

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

**EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER**