

Job Title:
Administrative Analyst

FLSA STATUS: Non-Exempt

SUPERVISION RECEIVED FROM: Chief Operating Officer

DEPARTMENT: Operations

WORK SCHEDULE: Monday-Friday, (40 hours per week with occasional evening and weekend work)

SUPERVISION EXERCISED OVER: N/A

MINIMUM QUALIFICATIONS: High school diploma and 5 years of work experience in transit or in working with numbers/statistics, management of data, or federal/state reporting. Experience working in Microsoft Office, Excel, word processing and databases.

SUMMARY: This position reports directly to the Chief Operating Officer and provides administrative support by analyzing operations data and preparing related reports and summaries. The incumbent will determine trends, areas of concern and make recommendations for appropriate action. The position also handles special projects as assigned by the Chief Operating Officer.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

1. Strong analytical skills.
2. Proficient in Microsoft Office and Excel.
3. Effective verbal and written communication skills, including ability to communicate information to staff at various levels within the organization.
4. Good interpersonal skills.
5. Ability to understand federal and state reporting requirements for transportation.
6. Ability to work independently, with minimal supervision.
7. Ability to effectively prioritize work.

ESSENTIAL DUTIES:

1. Provide technical administrative support by collecting and interpreting operations data, information and statistics for the agency. Maintains databases and/or spreadsheets, generates related reports, and ensures the integrity of the data. Reconciles and prepares reports on transit operations. Maintain fleet records, inspection reports, and material usage reports as needed.
2. Prepares monthly statistics
3. Performs analytical work in reviewing Operations data, statistics, policies, procedures, etc., and summarizing findings or prepares reports or evaluations for the Chief Operating Officer
4. Enters Operations specific information into databases, spreadsheets, etc
5. Identifies and resolves technical issues. Maintains status reports, utilizing programs to chart and display information
6. Reviews performance indicators and evaluates results
7. Assists in the implementation of goals, objectives, strategies and work plans
8. Performs evaluations of operations and activities within the Operations Department
9. Assists in the development and/or implementation of new policies or procedures
10. May assist with Operations contract administration by reviewing invoices, maintaining files, etc
11. Ensures accuracy of brake mileage and monthly inspection reports
12. Prepares and processes purchase orders

13. Processes payroll
14. Analyzes Operations data to identify patterns and areas requiring attention
15. Tracts and reports performance data
16. Provides administrative and technical support to the Chief Operating Officer and Operations Staff
17. Compiles information from various sources and prepares specialized reports.
18. Maintains files and records related to areas of responsibility
19. Prepares spreadsheets containing program data
20. Performs special projects as assigned by the Chief Operating Officer
21. Prepares memos and correspondence related to areas of responsibility
22. Receives and screens telephone inquiries, responds to questions, provides information or refers callers to the proper party for assistance
23. Attends training, seminars, conferences, as requested or required
24. Performs other duties as assigned

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