



Transit Program Assistant

Community Action Agency – Transit

CAA - TRANS/4
Pay Grade: 12

JOB SUMMARY

This position is responsible for providing administrative support for the operations of the Community Action Agency's Transit Program.

MAJOR DUTIES

- Prepares performance reports.
- Prepares quarterly reports.
- Assists in processing payroll.
- Enters daily passenger summary data.
- Prepares and issues rider tickets to bus drivers and vendors.
- Prepares client ID cards.
- Schedules client pick-ups.
- Operates a bus along an assigned route to transport clients.
- Balances cash receipts and makes deposits.
- Answers telephone and greets visitors; provides information and assistance; takes messages; schedules appointments; refers to appropriate personnel.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and program policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the safe operation of a program bus.

- Skill in prioritizing and organizing work.
 - Skill in the use of such office equipment as a scanner, fax machine, and copier.
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- Skill in oral and written communication.
 - Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Transit Program Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and program policies and procedures and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the functions of the Transit Program. Successful performance contributes to the efficiency and effectiveness of program operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, vendors, clients, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office, a bus, and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

OTHER REQUIREMENT/INFORMATION

- Texas DOT Physical exam is required.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date