

Junior Scheduler

Port Authority is seeking a Junior Scheduler to assist the Manager of Scheduling and Transit Schedulers by proposing schedule updates that support the team's goals of efficiency, effectiveness, and equity. Supports the Scheduling team in responding to customer and community concerns, producing timetables, and producing other public materials to support changes to schedules and routes.

Essential Functions:

- Reviews, evaluates, and develops potential schedule changes to ensure service and schedules are effective, equitable and efficient. Uses computer software (GIRO – Hastus) to develop these changes.
- Assists with the management of route concept, design, and change/implementation to include bus stop placement, scheduled time-points, and any other necessary information using computer software.
- Assists with the design, production and distribution of public timetables and other customer information materials related to service.

Job requirements include:

- BA/BS Degree in Business Administration, Information Systems, Urban Planning or directly related field from an accredited school. Directly related experience may be substituted for the education on a year-for-year basis.
- One year or more of experience in Transit Scheduling, Planning, Transit Operations, Data Analysis, or a related field
- Demonstrated ability in the use of data to develop simple analyses, charts, and tables.
- Demonstrated ability in the use of Microsoft Windows, Word, PowerPoint and Excel.
- Ability to read and understand Port Authority schedules, transit maps, and related materials.
- Excellent organizational skills.
- Professional and effective communication and writing skills.
- Valid PA Drivers License.

Preferred attributes:

- Knowledge of Port Authority service areas and routes.
- Experience in computerized GIRO-Hastus Scheduling System or similar scheduling systems.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Deborah Slocum
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
DSlocum@portauthority.org
EOE