

## Transit Scheduler

Port Authority is seeking a Transit Scheduler to support the development and production of efficient operating schedules, production and dissemination of timetables and designing of service to meet the needs of Port Authority and the public. Coordinates activities with division personnel. Assists with community outreach to support service planning initiatives. Accomplishes activities that support the department's and organization's Long-Range, Strategic, and Tactical Plans.

### Essential Functions:

- Uses HASTUS to develop cost-efficient operation scenarios to support service change recommendations. Supports transit scheduling, routing design and service change activities. Reviews, evaluates, and makes schedule changes to ensure service and schedules are effective and efficient. Responsible for cost effective scheduling of service which includes ensuring the schedules are within budget. Supports activities related to Port Authority's ongoing plans and programs.
- Performs the trip building, blocking, run cutting, and other transit scheduling related activities to produce an efficient, effective, and equitable service plan. Develops, prepares and disseminates operating schedules in accordance with provisions of contract agreement; supervises implementation of schedule changes. Accomplishes the production and distribution of picking materials. Oversees the design, production and distribution of public timetables and other customer information materials related to service.

### Job requirements include:

- Two (2) years of Scheduling, Planning, Transit Operations, Business, or directly related work.
- Strong analytical skills and attention to detail.
- Strong work ethic with ability to multi-task.
- Strong decision-making and innovative problem-solving skills.
- Strong organizational and analytical skills are essential. The ability to gather data and prepare clear and concise reports, to establish and maintain effective working relationships with others and to work independently.
- Demonstrates considerable initiative.
- Proactive and achievement driven.
- Excellent collaboration skills with both internal and external clients.
- Knowledge of research and statistical theories and methods.
- Ability to work independently and in a team environment.
- Ability to prioritize multiple complex projects.
- Knowledge and familiarity with computer systems and database applications.
- Demonstrated ability in the use of Windows and Microsoft Word and Excel.
- Valid PA driver's license must be obtained within 90 days of starting the position.

### Preferred attributes:

- Knowledge in transit scheduling software preferably HASTUS or other transit scheduling software is highly desirable.
- Knowledge of trip building, blocking, and run cutting.



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, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[DSlocum@portauthority.org](mailto:DSlocum@portauthority.org)

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