

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

March 24, 2023

TITLE: Intelligent Transportation System (ITS) Administrator
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Bus Maintenance (Intelligent Transportation Systems)
APPLICATION DEADLINE: **Sunday, April 16, 2023**
PAY RANGE: \$1,730.00 - \$2,595.00 weekly (\$89,949 - \$134,924 estimated annual)
WORK LOCATION: South San Francisco

JOB SUMMARY: The Intelligent Transportation System (ITS) Administrator reports to the Deputy Director, Intelligent Transportation Systems (ITS) and will assist in the administration of the District's transit data based radio communications and fleet management systems. As a team member working with internal and external sources the ITS Administrator collects, performs analysis and validates schedule, passenger, spatial, demographic, audio and revenue data relevant for effective system operation.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Collects, performs analysis and validates schedule, passenger, spatial, demographic, audio and revenue data relevant for effective system operation.
- Analyzes and prepares data from networked external systems for successful import into the GIS based Fleet Management System.
- Ensures that all automatic Audio Vehicle Announcements (AVA) messages are geographically and verbally accurate using GIS and audio editing software (such as Adobe Audition 3.0 or higher).
- Creates and/or modifies user accounts and profiles; administers and monitors the procedures used to create, modify, and manage user accounts.
- Maintains effective working relationships with District staff, governmental officials, advisory committees, and community groups using principals of good customer service.

EXAMPLES OF DUTIES:

- Assists with the continuing training of system users by reviewing course material, developing documentation, and providing system operating instructions.
- Use a logical process to identify, troubleshoot and resolve data based inconsistencies.
- Identifies inconsistencies in the data.
- Understand and use raw data files in a variety of software applications such as WordPad, GIS Software (ArcView, Map-Info) and Excel.
- Determine the accuracy and appropriateness of specific audio messages and solve pattern based or audio announcement issues using simple data analysis tools such as WordPad or text editors
- Plots, reviews, and updates patterned based Geographic Information Systems (GIS) data.
- Uses electronic measurement tools to collect field spatial data.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Deputy Director, Intelligent Transportation Systems (ITS), who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High School diploma or GED
- Seven (7) years of experience in software system administration, data validation, data analysis, and/or data collection.
- One (1) year of experience using GIS software, such as ArcView, Map-info, or equivalent systems.
- A valid California driver license with safe driving record is required.

PREFERRED QUALIFICATIONS:

- Basic MS Word, Excel and Access skills.
- Experience using networked environment software such as MS Remote Desktop Connection and Virtual Network Computing (VNC).
- Understanding of the principles and practices of software applications in a networked system in a Microsoft environment.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, April 16 2023. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.