

Transit Scheduler/Administrative Analyst

CyRide, as an agency of the City of Ames, Iowa, is accepting applications for the position of Transit Scheduler/Administrative Analyst. The ideal candidate will have strong technical skills and experience in: preparing transit agency budgets; developing reports such as the National Transit Database, route design and preparation of transit schedules/run-cutting for an urban bus system, and assisting with payroll functions. Job requirements include, at a minimum: bachelor's degree in business, public administration or related field with course work and/or experience in the accounting field. Experience in designing routes and preparing transit schedules/run-cutting is required as well as knowledge of federal regulations. The candidate should possess the ability to plan and organize, be detail-oriented, have strong problem solving and effective communication skills. CyRide offers a competitive salary and benefits package. Visit the City's website at <http://www.cityofames.org> for the complete job description and to apply online. Completed application and supplemental materials must be received by **May 1, 2015**. EOE/AA