

7. Communicates with technical staff of federal, state, county and municipal agencies as well as transit providers and equipment manufacturers in carrying out assigned projects;
8. Responds to public, municipal and county agency requests for transit information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of current methods for collecting, analyzing and interpreting data; good knowledge of basic research methods and techniques; mathematical skill; ability to understand complex oral and written directions; ability to organize assignments and set priorities; ability to use personal computer and related software; ability to organize data and present results effectively both orally and in writing; ability to establish and maintain effective working relationships; initiative; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of full time office clerical work experience which shall have included data gathering and preparation of detailed reports; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full time paid work experience as defined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

REVISED: 4/5/16 AT