



Is seeking applications for the position of

Program Analyst I/II

\$4,992 – \$7,025 Monthly Salary
Dependent on level and step hired.

See full salary schedule at www.yubasuttertransit.com



Applications will be accepted on a continuous basis until the position is filled.

The Position

The Yuba-Sutter Transit Authority is recruiting for a new Program Analyst to perform a variety of functions in support of several of the agency's programs, activities and special projects. Duties will include public outreach, marketing and customer service; preparing and submitting internal and external reports; evaluating operations and activities and recommending improvements and modifications; assisting with the evaluation of new technology related hardware and software and coordinating with outside contractors. Incumbents will also provide technical and administrative support to the Authority's Managers and Executive Director.

The Ideal Candidate

We are looking for a highly skilled, motivated and enthusiastic individual with excellent interpersonal and communication skills; someone who enjoys researching and developing innovative yet practical solutions to problems; who is focused, disciplined and detail oriented; who has outstanding written, oral and computer skills; who can effectively organize and deliver their message; who highly values their integrity and has a strong work ethic; and, who is flexible, patient, compassionate and customer focused. We are also looking for an individual who will enjoy working in a small, busy office where everyone must be ready, willing and able to do anything.



Minimum Qualifications

The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Program Analyst I

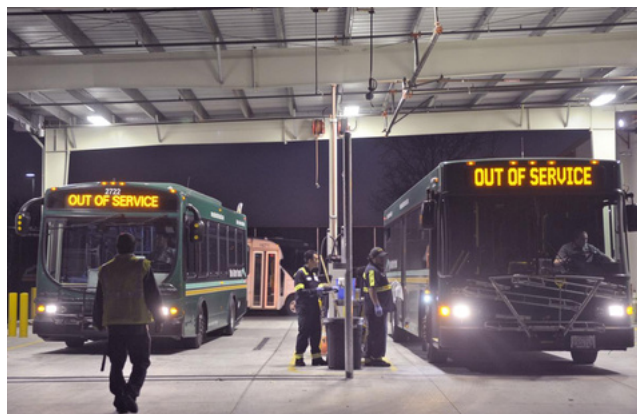
Equivalent to a Bachelor's degree from an accredited college or university with major coursework in communications, public relations, marketing, public or business administration, urban, regional or transportation planning, or a related field.

Program Analyst II

Three (3) years of professional experience performing duties similar to that of a Program Analyst I.

Demonstrated experience in community outreach/marketing, accounting, or operations.

Equivalent to graduation with a Bachelor's degree from an accredited college or university with major coursework in communications, public relations, marketing, public or business administration, urban, regional or transportation planning, or a related field.



The Selection Process

This is a continuous recruitment; applications submitted will be reviewed on a bi-weekly basis. We will continue to accept applications until the position is filled.

Qualified candidates are encouraged to apply immediately by submitting a completed application and supplemental questionnaire.

Interested candidates can apply online at www.governmentjobs.com/careers/suttercounty

Learn more about Yuba-Sutter Transit by visiting our website at:
<https://www.yubasuttertransit.com/>

The screening panel will select those most qualified to be considered further in the selection process which may include an application screening, and/or interviews. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.

