

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted:	2/15/2010	Submitted By: Stephen Gipson
		Department: Public Transportation
Court Agenda Date:	2/23/2010	Phone Number: 281.633.7433 Ext 3

SUMMARY OF ITEM: 1). Take all appropriate action to authorize County Judge to execute the contract Amendment between Fort Bend County and Fort Bend Seniors Meals on Wheels to extend the term of the agreement for an additional 30 days.
2). Take all appropriate action on request new position, Scheduler/Reservationist, Grade 9 of the Admin Clerical Policy Group for the Transportation Department. (Fund: Public Transportation)

RENEWAL AGREEMENT/APPOINTMENT	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
REVIEWED BY COUNTY ATTORNEY'S OFFICE:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

List Supporting Documents Attached: 1). Contract Amendment
2). Job Description - Scheduler

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit:	Account Number:
Activity (If Applicable):	

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☒ (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774) <input checked="" type="checkbox"/> Budget Officer (281-344-3954) <input checked="" type="checkbox"/> Facilities/Planning (281-633-7022) <input checked="" type="checkbox"/> Purchasing Agent (281-341-8642) <input checked="" type="checkbox"/> Information Technology (281-341-4526) <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587) <input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009) <input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060) <input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077) <input checked="" type="checkbox"/> County Clerk (281-341-8697) <input checked="" type="checkbox"/> County Atty (281-341-4557)
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RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):



Fort Bend County Job Description

Job Title:	Scheduler	Job Code:	J08059
Department:	Public Transportation	Department Number:	6101
Supervisor:	Executive Assistant	FLSA Status:	NE
Supervises:	N/A	Job Grade:	9
SIP/DOT:	N/A	Policy Group:	A/C
Job Summary:	Schedules passengers, prepares driver schedules and maintains the automated scheduling system.		

Essential Duties and Responsibilities:

- Schedules rides for Fort Bend County residents using an automated scheduling system. Inputs passenger data, changes and cancels trips, produces driver schedule and/or manifest for transit contractors, tracks "delivered" and "no show" trips and prepares data for reporting purposes.
- Acts as liaison between the Public Transportation Department and service contractors. Prepares daily driver manifests and forwards to service contractor, works with contractor to ensure smooth delivery of services, facilitates resolutions to scheduling issues, service requests and complaints.
- Maintains the automated scheduling system, audits and monitors system data inputs to ensure accuracy of information. Acts as liaison between IT and the department to manage system hardware and software, troubleshoots system errors and corrects issues or arranges for repair.
- Develops reports using system data, and identifies appropriate data to be collected for reports for Local, State and Federal agencies according to applicable guidelines.
- Handles customer calls, including complaints, regarding contractor and department services. Assists customers in obtaining needed services or information.
- Audit and Process contractors Billings bi-weekly and monthly.
- Collects fares, receives and accounts for fares received from passengers and/or contractor according to guidelines set forth by Commissioners Court, State and Federal Laws.
- May act as a driver, assisting passengers loading and unloading, and must obey all traffic laws and regulations.
- Researches and prepares reports. Gathers appropriate data and documentation for monthly, quarterly and annual reports and/or budgets, audits, and reviews by County, State and Federal agencies.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.



Fort Bend County Job Description

Job Title: Scheduler Job Code: J08059
Department: Public Transportation Department Number: 6101

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: High School Diploma/GED

Experience: 3 years of job related experience; prior experience with transportation scheduling/reservations preferred

Skills and Abilities: Strong computer skills; strong verbal and written communication, math and/or accounting, management and supervisory skills. Strong interpersonal skills and ability to deal effectively with the public, other employees and elected officials.

Special Requirements: Valid Driver's License, CDL preferred; Bilingual, English/Spanish, preferred

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for, but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used:

Telephone
Personal Computer
Photocopier
Automobile

Typewriter
Fax Machine
Calculator



Fort Bend County Job Description

Job Title: Scheduler Job Code: J08059
Department: Public Transportation Department Number: 6101

Contacts:

Daily contact with co-workers, employees in other departments, the public, and elected officials in writing, in person or on the telephone to provide service, exchange, interpret or explain information, and provide instructions; frequent contact with vendors, and outside agencies and/or organizations in person or on the telephone to interpret or explain information and exchange routine information.

Supervision
Required:

Uses independent judgment within established guidelines; needs assistance only for unusual, non-routine situations.

Physical
Demands:

Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, talking, and listening; frequent reaching with hands and arms, standing, walking, and sitting; occasional lifting of objects up to 25 pounds; close vision, distant vision, ability to distinguish color, peripheral vision, and ability to focus.

Work
Environment:

Work is performed in a climate-controlled semi-private office open to office traffic. Worker is subject to physical hazards from traffic and work is performed in a vehicle, away from the office up to 100% of the time. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.