

DIRECTOR OF PROGRAM DEVELOPMENT II (TRAFFIC PLANNING AND OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and located within the Department of Public Works and Transportation, an incumbent of this class is responsible for directing the Traffic Engineering and Planning; Traffic Safety and Education; and Passenger Services Units within the Civil division of the department. This also includes overall supervision of the Paratransit/Transportation Information Call Center. Work involves the performance of substantial complex traffic engineering planning, project coordination and implementation functions; working with program staff in directing unit workflow in the respective units, and participating with managers and executive staff in resolving all issues and concerns relating to area of assignment. Considerable independent judgment is exercised in managing unit activities and in serving as a representative of the department in dealings with federal, state and local regulatory agencies, elected and municipal officials, utility companies and the public. Supervision is exercised over traffic engineering, programmatic and operational staff through subordinate supervisors. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

TRAFFIC PLANNING AND OPERATIONS:

Manages the Traffic Engineering and Planning; Traffic Safety and Education; and Passenger Services Units by working closely with program and operational unit managers to plan their respective workflow and unit activities;

Directs the Traffic Engineering section which provides for the design, construction, operation and maintenance of traffic control devices on County Roads (traffic signals, regulatory, warning and guide signs and pavement markings);

Serves as the Department's liaison with the Federal Highway Administration, the New York State Department of Transportation, the New York State Thruway Department and other transportation organizations and local communities;

Supervises, through subordinate staff, traffic engineering and safety investigations, requests and responses as well as litigation investigation, preparation, and testimony;

Administers agreements with the NYSDOT for receipt of both Federal and State funding of projects, which includes preparing resolutions for the Board of Acquisition and Contract, and reviewing NYSDOT/County agreements with the Risk Management and Law Departments prior to execution by the Commissioner of Public Works and Transportation;

Coordinates the use of and provides technical support for the automated road management system used in the Road Maintenance Division so the County can easily identify those roads in need of rehabilitation, and ensure their inclusion in capital project budgets, as appropriate;

Coordinates project schedules to coincide with Federal and State financial reimbursement to ensure availability of funds as projects progress; adjusts schedules to meet changes in funding availability;

Provides assistance in the preparation and issuance of construction contracts, building permit review/approvals;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Represents the county on multi-agency planning and transportation groups responsible for reviewing regional/county/local transportation projects, land use studies, improving roadway safety, etc., by evaluating proposals, providing technical expertise, developing designs and cost estimates, and assessing the impact of proposed initiatives on county roads and projects, making recommendations for approval/disapproval, modification, funding, etc.;

Completes detailed federal funding applications for county roadway projects; responds to any questions from congressional offices in order to expedite the application;

Consults with the Commissioner, executive management and other division leaders to ensure the coordination of construction and capital projects do not overlap and cause undue hardship on the traveling public;

Supervises through subordinate staff the Passenger Services unit that includes The Smart Commute Alternative program, the focus of which is the ongoing development and planning of program initiatives for Westchester County to limit, reduce and mitigate traffic congestion issues to reduce air pollution and greenhouse effects;

Supervises through subordinate staff the Department's Paratransit and Transportation Information Call Center and network systems which involves the management and the operation of the computerized reservation, scheduling and dispatching systems, passenger and customer relations, and switchboard and/or radio operations;

Supervises through subordinate staff the Traffic Safety unit, the focus is of which is to minimize the number of vehicle-related injuries and fatalities and increase public awareness of traffic safety within the County by providing safety information and educational programs.

GENERAL DUTIES:

Meets regularly with program and operational staff to participate in corrective action measures and other workflow modifications to ensure that each unit's goals and objectives are achieved;

Ensures unit work assignments are effectively completed in a timely manner, that operational and programmatic project activities, particularly those programs driven by grant funding, meet deadlines as established in program and operational meetings;

Works with program and operational staff on reporting mechanisms for the submission of regulatory and mandated reports to ensure federal, state and local compliance, and to obtain optimal program reimbursement;

Holds regular staff meetings for each unit to ensure effective communications for all program and operational activities, and to address issues or problems as they arise;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Works closely with program managers on grant funded initiatives to ensure that deadlines for the submission of grants and required reporting elements thereon are managed effectively;

Ensures that all public inquiries directed towards and responded to by staff are in keeping with the overall goals of each unit, as well as in keeping with the goals and objectives established by the County Executive, as well as the Commissioner of Public Works and Transportation;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email, and database software in performing work assignments;

Performs other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the provisions of the New York State Vehicle and Traffic Law and the Manual of Uniform Traffic Control Devices; good knowledge of the principles, techniques and equipment used in traffic engineering and traffic operations; good knowledge of the general principals and techniques used in local and regional traffic/transportation planning; good knowledge of the engineering issues involved in the design, utilization and installation of traffic control devices; ability to coordinate and supervise the activities of subordinate staff; ability to analyze and interpret traffic/transportation planning data; ability to establish and maintain effective working relationships with officials and the general public; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; tact; initiative; accuracy; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Civil Engineering, Traffic/Transportation Engineering or Transportation Planning and seven years of experience in traffic/transportation engineering and operations, two years of which must have been in a supervisory capacity.

SUBSTITUTION: A Master's Degree* in Civil Engineering, Traffic/Transportation Engineering or Transportation Planning may be substituted for one year of the above stated general experience. There is no substitution for the two years of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Competitive
DRC3

Job Class Code: E0952
Job Group: XIV