

DIRECTOR OF SURFACE TRANSPORTATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, located in the Department of Public Works and Transportation is responsible for developing, planning and coordinating the County's surface transportation programs, which include fixed route bus operations and maintenance, substantial contract management functions, and working with executive leadership in the formulation of short and long-range planning efforts. Substantive and professional contact is maintained with representatives of the Federal Transit Administration, the New York State Department of Transportation, the Metropolitan Transportation Authority, and other government and regulatory agencies to ensure conformance to laws, rules and regulations. Wide latitude is given in decision making authority and in exercising independent judgment in developing, implementing and interpreting departmental policies, regulations and procedures relating to the daily operations of the division to ensure the effective delivery of transportation services to the public. Supervision is exercised over subordinate professional and administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the Surface Transportation Services division to ensure the most effective delivery of fixed route bus services to the public;

Ensures that Federal Transit Administration and New York State Department of Transportation laws, rules and regulations are implemented and adhered to by subordinates engaged in performing fixed route bus service support activities;

Establishes goals and objectives for the provision of fixed route bus services and maintenance services; works with the Commissioner and executive staff in short and long-range planning activities;

Supervises and coordinates the preparation of periodic reports to the Transportation Board on current and/or future transportation programs; reviews reports to make programmatic changes as needed; ensures that other mandated reporting requirements are completed in a timely manner;

Directs the Department's program for emergency planning and transportation response in the event of required public evacuation or other emergency transportation services (i.e. rail accidents, etc.) within the County;

Assists in preparing the annual operating budget for the transportation division;

Writes and submits Federal and State Grant Funding and monitors compliance with Federal and State mandated grant programs and regulations.

Manages the transportation capital program which includes coordinating the multi-million dollar bus and paratransit vehicle procurement and coordinates the capital needs with the bus operating companies.

Oversees daily bus operations and the bus operator contracts; maintains contact with vendors to discuss and resolve a variety of operational and service issues;

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

Oversees revenue agreements for bus advertising, shelter advertising, concessions, and the MetroCard agreement with the MTA.

Participates in public hearings, forums, and intergovernmental meetings as a representative of the County and the Department of Transportation;

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

Represents the Commissioner and/or Deputy Commissioner, as required;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of transportation planning and operations; thorough knowledge of contract management; ability to analyze and make recommendations to solve administrative or operational problems; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, external governmental agencies and organizations; ability to use automated systems such as word processing, calendar, email and database software; tact; good judgment; initiative; integrity; creativeness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Transportation, Transportation Planning or a related field and five years of administrative or managerial experience where the primary responsibility of the position was in transportation operations, transportation planning or contract management in the transportation field; or (b) a Bachelor's Degree* and six years of experience as defined in (a).

SUBSTITUTIONS: Satisfactory completion of course credits towards a Master's Degree* in Transportation Planning, Transportation Engineering or a related field may be substituted at the rate of 30 credits* per year of experience for up to one year of the required experience.

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