

PROGRAM ADMINISTRATOR (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for ensuring that equipment and/or services for assigned transportation services and special departmental operations are procured in an efficient and timely manner. Responsibilities include administering and managing contracts; analyzing existing operational needs relating to facilities and/or fleet management, equipment and/or services; developing timetables for project implementation; monitoring contract compliance with Federal, State and County regulations; and preparing bid specifications. Supervision is not normally a responsibility of this position, however guidance and project leadership is provided to subordinate professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Analyzes terms of current and proposed capital grant procurement contracts to ensure that equipment or services meet specifications, to negotiate contract amendments, and to ensure that contract guidelines are being followed;

Oversees contracts with vendors to ensure contractual compliance and prepares analytical documentation and various reports as required by the Federal Transit Administration, the New York State Department of Transportation, the Federal Aviation Administration, or other regulatory agencies, to detail reimbursement requests;

Leads and participates in the preparation of process reports and requests for reimbursement from both the Federal Transportation Administration, the New York State Department of Transportation, the Federal Aviation Administration, or other regulatory agencies, as projects are incurred and justified;

Recommends, orally and/or in writing, the purchase, lease or rent of specific types of capital equipment or facilities to augment or replace existing capital items;

Recommends, orally and/or in writing proposals for the acquisition of specific types of capital grant services;

Prepares the issuing and awarding of bids upon departmental approval in accordance with established procurement procedures; recommends payment for services/equipment provided;

Develops timetables for procurement of capital equipment or services by considering current project deadlines, ensuring that projects or proposals are completed in a timely manner as well as in order of priority;

Maintains or coordinates the maintenance of all administrative material related to equipment or services procured through capital grants funding to ensure that proper documentation is readily available for review or audit;

Maintains all pertinent records of services performed by contractors under Federal and state funded projects;

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

Prepares bid specifications or Requests for Proposal to obtain the equipment/services required for operating needs;

Identifies product availability to the Department and private sub-contractors by reviewing current contracts and consulting with vendors concerning product availability, ensuring that equipment is obtained in a timely fashion;

Coordinates the activities of vendors, contractors, service organizations, and various federal, state, county and municipal governments for the effective acquisition and distribution of equipment/services;

Participates in public meetings, forums or symposia as a representative of the Department of Transportation as required;

Assists in the preparation and submission of quarterly financial status and progress reports to the FTA, NYSDOT, or other regulatory agencies by providing required documentation and technical assistance and advice to departmental staff when needed;

Assists in the preparation and submission of all budget revisions, grant amendments and technical reports to the FTA, NYSDOT, other regulatory agencies, and appropriate County agencies as required;

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

Performs other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); good knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; good knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to negotiate contract terms and agreements; ability to prepare contract agreements and grant applications; ability to communicate effectively both orally and in writing; ability to interpret and apply laws, rules and regulations as they relate to contract development, implementation and compliance evaluation; ability to prepare and maintain financial and program records; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies and County officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to coordinate the work of subordinate staff; ability to read, write, speak, communicate and understand English sufficiently to perform the essential duties of the position; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and four years of experience where the primary function of the position was in contract management, research, planning and development or operations in the field of transportation.

SUBSTITUTIONS: Satisfactory completion of 30 credits * towards a Master's Degree* in Business Administration, Transportation Planning, Urban Planning or Transportation Engineering may be substituted on a year for year basis for up to two years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C1627
Job Group: XII