

PROGRAM COORDINATOR (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner of the Department of Public Works and Transportation, an incumbent of this position is responsible for supervising and participating in the capital procurement, Information Technology systems, and contract and grants management processes for the Bee Line Bus System and the Westchester County Airport. Responsibilities involve ensuring regulatory compliance with all Federal and New York State Department of Transportation laws, rules, and regulations and maintaining substantive liaison with the Federal, state and local transportation and aviation agencies and the County Attorney's Office for consultative purposes and technical guidance. Liaison is also maintained with the Finance Department's Bureau of Purchase and Supply to ensure procured bus system equipment meets contractual and technical specifications. Other work includes directing and participating in long and short-range planning studies and initiatives relating to contracts, grants and capital procurement, and implementing work programs related thereto; working closely with departmental planning and fiscal staff to monitor project timelines, particularly in relation to various time-sensitive grants, ensuring grant funding is drawn down appropriately from both Federal and state agencies, and ensuring programs and services meet terms and conditions of contracts. This level differs from the Program Administrator (Transportation) level by scope of position responsibilities and in the supervision and monitoring of both capital procurement, contract and grants management activities. Supervision is exercised over a number of professional staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the grants, contract management and capital procurement process for the Bee-line Bus system and the Westchester County Airport;

Consults with the Federal Transit Administration and the New York State Department of Transportation regarding contract, grant and capital procurement activities to ensure compliance with all laws, rules and regulations, as well as for technical advice;

Recommends and implements uniform departmental guidelines and procedures to ensure compliance with Federal and State grant and audit requirements;

Consults with appropriate department/division heads and private service providers to determine equipment needs; availability of desired equipment; and recommends proposals for the acquisition of services/equipment;

Develops and implements contracts for services/equipment in accordance with Federal, State and County regulations by ensuring the best terms, fastest development process, appropriate implementation, and compliance to agreed terms and conditions;

Oversees the development and preparation of bid specifications and RFP's to ensure adherence to procedural and regulatory guidelines;

Participates in the development of long and short-range planning goals and initiatives;

EXAMPLES OF WORK: (Illustrative Only) (cont'd)

Provides recommendations to the Deputy Commissioner of DPW and Transportation in determining the priority of projects;

Works with engineering staff in department to obtain cost estimates; assesses whether external funding is available to offset expenses incurred by the County;

Monitors project timelines to ensure work is on schedule and within timeframes established by granting agencies;

Analyzes terms and conditions of current and proposed capital procurement contracts to ensure that obtained services/equipment meet specifications;

Consults with staff from the County's Bureau of Purchase and Supply regarding purchased equipment to discuss any problems with items not meeting specifications;

Investigates deviations from terms and conditions of contracts and makes recommendations for contract or compliance amendments to better meet the needs and interests of the department;

Ensures administrative approval and budgetary appropriation for requested contract services/equipment; recommends payment for services/equipment provided;

Consults with the Law Department on matters requiring legal interpretation and authorization;

Assists in the preparation and submission of fiscal reporting requirements to appropriate regulatory agencies;

Keeps abreast of current trends in the field of transportation by participating in public meetings, forums, or symposia.

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); Thorough knowledge of the procedures involved in the development and management of federal and state grants; 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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd)
financial and program records; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies, County officials; and federal, state ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* and five years of experience in contract management, research, planning and development or operations in the field of transportation.

SUBSTITUTIONS: Satisfactory completion of a Master's Degree* in Transportation, Business Administration, Finance or a closely related field may be substituted at the rate of 30 credits* per year of experience for up to one year.

*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.