

**DEPUTY COMMISSIONER OF MOBILITY MANAGEMENT
PLANNING, OPERATIONS AND GIS**

488-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration and coordination of all aspects of a public transportation system and the development of an integrated geographic information system (GIS) for improved transportation delivery and 911 addressing. The duties include planning, developing, coordinating and directing the operation of a County-wide Public Transportation System and uses of GIS for 911 addressing and relevant service delivery functions. The incumbent directs and supervises employees involved in the operation of buses and vans and related subordinate transportation personnel to ensure that the mission and goals of the Transportation Development Plan (TDP) established as part of the County's Sullivan 2020 Strategic Plan are fulfilled. The incumbent also directs and supervises employees involved in GIS operations and 911 addressing in the Division of Planning. Work involves research of the performance of the current transportation system, its effectiveness and/or problems and projections of future needs in conjunction with characteristic changes and growth in the County. The work is performed under the general supervision of the Commissioner of Planning and Community Development. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Implements the Public Transportation System, including establishing routes, route deviation and demand response transportation services, brokering said services and developing and maintaining a transportation zone configuration;

Establishes procedures relating to all aspects of the transportation department;

Assures that the Transportation Department is in full compliance with Federal State and local laws

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and regulations governing the operation of public transit and paratransit services;

Develops and maintains GIS and E911 workflow processes, policies and procedures;

Supervises subordinate employees and takes appropriate action to correct performance problems;

Determines needs for operations staff and supervises the orientation and training of staff assigned to the transportation function, ensuring that they are familiar with and are informed on applicable changes in State Motor Vehicle Laws and department policies and procedures;

Participates in the studies involving research, investigation and analysis of physical, economic and environmental factors related to municipal, regional or community planning and its impact on the County-wide Public Transportation System;

Participates in the preparation of the annual budget for the Transportation Department;

Develops, monitors and evaluates provider contracts;

Verifies that record keeping, staff testing, driver health standards, driver certifications and driver violation records are maintained in accordance with the provisions of Article 19-A of the Vehicle and Traffic Law;

Assists the Commissioner of Planning in preparation of reports and memoranda on system performance and design for the County legislature and relevant stakeholders;

Identifies revenue enhancement opportunities consistent with the Transportation Development Plan (TDP) and New York State Department of Transportation (NYSDOT) and the Federal Transit Administration (FTA);

Works cooperatively with other County departments, State offices and private transit operators to

establish, implement and maintain a comprehensive transportation safety program;

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Designs and implements surveys on public transportation use, car pooling, parking data, industrial site development, area employment or other topics related to transportation needs of the County;

Participates in meetings with municipal planning boards, zoning boards, legislative bodies and local businesses and civic organizations to educate the public and promote the use of the Public Transportation System as well as to identify specific needs in order to better serve the community;

Assists in preparation of grant applications from Federal, State and foundation sources;

Prepares a variety of maps, charts, advertisements and other graphics required in support of planning and transportation projects being performed;

Manages special event transit requests in coordination with County departments;

Uses computer applications or other automated systems such as spreadsheets, word processing, database software and e-mail to prepare reports and analyze data and statistics;

Investigates citizens' and officials' complaints, including driver and system performance and determines their concerns, needs and requests in an effort to resolve problems;

Performs clerical and office duties as needed and answers telephone lines for trip reservations and cancellations as a back up to dispatchers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of laws, rules and regulations regarding the operation of a municipal transportation system; good knowledge of the requirements contained in Article 19-A of

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the Vehicle and Traffic Law of New York State; good knowledge of business arithmetic and English; ability to plan for, develop and maintain transportation services, including a transportation safety program; ability to use Global Positioning System (GPS) hardware and software to acquire GIS data; ability to coordinate GPS data collection efforts; ability to monitor and evaluate contract performance against prescribed standards; ability to gather and analyze factual data and prepare graphs, diagrams and reports using a personal computer and other standard office equipment; ability to express oneself effectively, both orally and in writing; ability to plan and supervise the work of others; ability to exercise personal discretion and sound judgment, especially dealing with the public; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Urban or Regional Planning, Natural Resources and Environmental Studies, Transportation Engineering, Geography, Public Administration or a related field and five (5) years of experience in Geographic Information Systems (GIS) and demographic analysis, at least one (1) year of which must have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Urban or Regional Planning, Transportation Engineering, Natural Resources and Environmental Studies, Geography, Public Administration or a related field and

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- seven (7) years of experience in Geographic Information Systems (GIS) and demographic analysis, at least one (1) year of which must have been in a supervisory capacity; or
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

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