

DIRECTOR OF TRANSPORTATION

488-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration and coordination of all aspects of the county run public transportation system. The duties include planning, developing, coordinating and directing the operation of a county-wide public transportation system. The incumbent will also be responsible for managing purchase of service agreements and supervision of employees involved in the operation of buses and vans and related support services to ensure that the mission and goals of the Sullivan County Coordinated Transportation Services Plan are fulfilled. Incumbents will also be expected to use independent judgment to resolve specific transportation related problems, facilitate the further development and coordination of county-wide transportation services and implement the established transportation plan. Work is performed under the general supervision of the Commissioner of Public Works. 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 as detailed in the Sullivan County Coordinated

Transportation Services Plan, including establishing routes, route deviation and demand response transportation services, and brokering said services;

Ensures that the Transportation Department is in full compliance with Federal, State and local

laws, rules and regulations governing the operation of public transit and paratransit services;

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

Determines need 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;

Establishes policies and procedures relating to all aspects of the transportation department;

Works cooperatively with other county departments, state offices, and private transit operators to

establish, implement and maintain a coordinated transportation system, including but not

limited to restructuring and merging services as needed and appropriate to achieve

operational efficiencies, reduce segregation of rider types and allow for social service

transportation funding to be eligible for use as a match for grants to expand public transit

services;

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;

May develop, monitor and evaluate provider contracts;

Maintains filing or record keeping systems relating to the transportation function, including drug

and alcohol compliance, safety, payroll records, vehicle mileage and maintenance records,

reports of incidents or accidents, etc.;

Implements and maintains a system of record keeping and reporting to support claims for revenue

or income for transportation services;

Identifies revenue enhancement opportunities consistent with the County's Coordinated

Transportation Services Plan and the New York State Department of Transportation

(NYSDOR) and Federal Transit Administration (FTA);

Designs and implements surveys on public transportation use, carpooling, parking data, 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

business and civic organizations to educate the public and promote the use of the County's

public transportation system, as well as, to identify specific needs in order to better service

the community;

Performs public relations functions as required;

Promotes the County coordinated transportation services using various multimedia sources,

including, but not limited to advertising, ridership training, county website and social media,

etc.;

Ensures Fleet preventive maintenance;

Works with other county departments to purchase new vehicles and equipment as needed to

Prepares the annual budget for the Transportation Department;

Assists in the preparation of grant applications;

Manages special event transit requests in coordination with County Departments;

Uses computer applications or other automated systems such as spread sheets, word processing,

database software and e-mail to prepare reports and analyze data and statistics;

Prepares reports and makes presentations relating to the transportation function;

Responds to and resolves complaints.

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

TERISTICS: Good knowledge of the requirements contained in Article 19-A of the Vehicle and

Traffic Law of New York State; good knowledge of laws, rules and regulations regarding the

operation of a municipal transportation system; good knowledge of Federal Section 5311 funding and State Mass Transportation Operating Assistance and ability to apply this knowledge in the performance of the duties; good knowledge of business arithmetic and English; good knowledge of basic marketing principles; ability to plan for, develop and maintain transportation services, including a transportation safety program; ability to monitor and evaluate contract performance against prescribed standards; ability to speak in front of a large group of people; ability to understand and interpret written information; ability to plan and supervise the work of others; ability to prepare transportation routes; ability to express ideas both orally and in writing; familiarity with standard office equipment, including personal computers; dependability; integrity and good judgment; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher and four (4) years of progressive experience in transportation, two (2) years of which shall have involved supervision; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or sixty (60) credit hours of college study and six (6) years of experience as described in (A) above, two (2) years of which shall have involved supervision; or

- (C) Possession of a high school diploma or a general equivalency diploma and eight (8) years experience as described in (A) above, two (2) years of which shall have involved supervision.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of an appropriate New York State Motor Vehicle Operator's License.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: June 30, 2015
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/1/2023
Revised and Replaced in Classplan: 3/31/2025 (Edu)