

TRANSPORTATION COORDINATOR

488

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administration and coordination of all aspects of a demand response transportation system including the supervision of employees involved in the operation of buses and vans. Work is performed under the general direction of the Director of Transportation and in accordance with established policies and objectives. Incumbents will be expected to independently resolve specific transportation related problems and implement the established transportation plan.

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.*

Facilitates the County's Public Transportation System;

Reviews laws and regulations regarding the transportation function and makes recommendations on matters of program policy;

Establishes and implements a transportation safety program;

Provides orientation and training of staff assigned to the transportation function;

Supervises all drivers and staff assigned to the transportation department and takes appropriate action to correct performance problems;

Assists Director in establishing procedures relating to all aspects of the transportation department;

Disseminates information and makes presentations to various civic groups and community organizations promoting the County's Public Transportation System;

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 be required to drive when needed;

Page 2

May assist in monitoring and evaluating contracts with private transportation vendors;

Maintains filing or record keeping systems relating to the transportation function, including payroll records, vehicle mileage and maintenance records, reports of incidents or accidents, etc.;

Maintains a system of record keeping and reporting to support claims for revenue or income for transportation services;

Assists in developing the annual transportation budget;

Responds to and resolves complaints;

Prepares reports and makes presentations relating to the transportation function;

Operates a personal computer using standard database and spreadsheet applications;

May coordinate the scheduling of drivers' routes to insure timely departures and arrivals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARAC-

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

Traffic Law of New York State; thorough knowledge of laws, rules, regulations, and other

requirements relating to operation of the transportation system; good knowledge of business

arithmetic and English; working knowledge of standard office equipment, including calculators and

personal computer, utilizing common office software programs, database and spreadsheet

applications; ability to monitor and evaluate contract performance against prescribed standards;

ability to coordinate services and maintain a transportation safety program; ability to speak in front

of a large group of people; ability to prepare routing and driver schedules; ability to understand and

interpret written information; ability to perform traditional supervisory functions such as planning

the work of others, providing direction to others, setting goals and evaluating performance;

ability to express ideas both orally and in writing; dependability; integrity and good judgment;

resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) 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 two (2) years of office management experience, which shall have involved the management and supervision of transportation personnel; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of office management experience, two (2) years of which shall have involved the management and supervision of transportation personnel.

NOTE: *Possession of the appropriate level Motor Vehicle Operator's License at the time of appointment.*

SPECIAL REQUIREMENT: *Candidates must be eligible to complete the New York State Department of Motor Vehicles 19-A certification Program within the required time frame as set forth by the New York State Department of Motor Vehicles.*

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Last Reviewed: 8/2/99
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Sheila Draft Plan on 6/23/05
Revised in "Z" Draft on 9/14/05
Placed in Classplan on 10/21/05
Revised in SC Personnel Classplan 3/20/19
Revised and Replaced in Classplan: 4/4/2023