

TRANSPORTATION SUPERVISOR

488-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administration and coordination of certain aspects of a public transportation system including managing purchase of service agreements and the supervision of employees involved in the operation of buses and vans and related support services. Work is performed under the general direction of the Deputy Commissioner of Mobility Management Planning, Operations and GIS or the Commissioner of Planning and Community Development if the former is not available and in accordance with established statutes, policies and objectives. Incumbents will be expected to independently resolve specific transportation related problems, facilitate the further development and coordination of county-wide transportation services 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.*

Assists in the implementation of the Public Transportation System, including establishing and maintaining fixed routes, route deviation and demand response transportation services, brokering said services and developing and maintaining a transportation zone configuration;

Marketing of the transportation plan to businesses, various public and voluntary organizations and individuals advocating and encouraging the use of the Public Transportation System, including making presentations, developing and managing an advertising plan, budget and campaign which works with other private transportation providers;

Assures paratransit services are being effectively and efficiently provided by the county's transportation office;

May supervise subordinate employees and takes appropriate action to correct performance problems;

Assists with the establishment of procedures relating to all aspects of the transportation department;

Reviews laws and regulations regarding the transportation function and makes recommendations on matters of program policy to the Deputy Commissioner of Mobility Management Planning, Operations and GIS;

Works cooperatively with other county departments, state offices, and private transit operators to establish, implement and maintain a comprehensive transportation safety program;

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 in assuring the transportation department is in full compliance with federal, New York State and Sullivan County laws and regulations governing the operation of public transit and paratransit services;

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.;

Assists in the implementation and maintenance of a system of record keeping and reporting to support claims for revenue or income for transportation services;

Assists in the development and administration of the annual budget for the Transportation Department;

Prepares reports and makes presentations relating to the transportation function;

Operates a personal computer using common office software applications;

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 experience managing and supervising a transportation company; or
- (B) Graduation from a regionally accredited or New York State registered college or university

with an Associates Degree or sixty (60) credit hours of college study and six (6) years of office management experience, four (4) years of which shall have involved the management and supervision of a transportation company; or

(C) Possession of a high school diploma or a general equivalency diploma and eight (8) years of experience as described in (B) above, four (4) years of which shall have involved the management and supervision of a transportation company; or

(D) An equivalent combination of training and experience as described by the limits of (A), (B) or (C) above.

***NOTE:** Certain jurisdictions may require the candidate to possess 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.*