

DEPUTY DIRECTOR OF PUBLIC TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position in the Ulster County Area Transit (UCAT) public transportation system. An employee in this class assists and acts generally for and in the place of the Director of Public Transportation in their absence. The employee is responsible for alignment of the UCAT sector with executive order mandates, ensuring a sustainable, equitable transportation system for Ulster County. The incumbent will oversee the electrification of the fleet and the implementation of climate interventions within the Department. In addition, this position will oversee the intersection of climate justice and equitable access, and oversee initiatives designed to increase access to services for vulnerable and historically underserved communities within Ulster County. The incumbent also assists the Director of Public Transportation in the federal, state and local budgeting process, developing program policies, procedures and operational practices and monitoring grant and procurement processes to ensure compliance with federal, state and local funding related regulations as well as Federal Transit Administration and New York State Department of Transportation guidelines. Work is performed under the general supervision of the Director of Public Transportation with leeway allowed for the use of professional judgement in carrying out the details of the work. Supervision is exercised over the work of all subordinate employees. 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.

Oversees the execution of Executive Order mandates within the department, including but not limited to the electrification of all fleet vehicles, ensuring compliance with green purchasing policies etc.;

Oversees the implementation of innovative technology solutions in tandem with the Department of Information Services for quality improvement purposes;

Oversees the optimization of routes, route studies, and stop locations, to ensure equitable access to services by historically underserved and/or vulnerable communities;

Works in partnership with the Department of Planning to ensure services align with Complete Streets best practices;

Works in coordination with the Mid-Hudson Valley Transportation Management Area, New York State Department of Transportation, Metropolitan Transportation Authority, Trailways and regional human service agencies to improve regional access to transit services;

Oversees data tracking and analysis to ensure departments strategic decisions are made in a data informed way, and that evaluations of services can be done effectively;

With department leadership, aids in the development and implementation of a departmental strategic communication plan for external communications to riders;

Responsible for monitoring and managing various transit programs that are mandated by government agencies or other grant-funding sources;

Oversees and assures staff compliance to provide complete and accurate calculations, including NTD, 17A, STOA and all other Federal and State reporting requirements;

Coordinates with state and federal agencies to assure fair and equitable distribution of available state and federal funds to maintain, operate and expand the Ulster County transit system;

Manages, oversees and ensures that the preparation of narrative financial, grant-related, project-related and other related reports to federal, state and local agencies, are accurate and in compliance with all funding-related regulations and requirements;

Assists the Director in the federal, state and local budgeting process by developing budget estimates and conducting comparative financial studies;

Assists the Director in the development of program policies, procedures and operational practices to ensure compliance with federal, state, local funding-related regulations and UCAT standards;

Monitors the department's purchasing program to guarantee that all preparation for departmental competitive quotes and bids are prepared accurately by following Ulster County policies as well as FTA and NYS DOT guidelines;

Defines and designs bus routes and evaluates route and scheduling structures to ensure that transportation services are met.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices governing public transportation programs; good knowledge of electrification technology; good knowledge of the Federal and New York State laws and safety regulations as they pertain to the operation of public transit buses; good knowledge of the geography of the county; working knowledge of budget preparation and grant administration; ability to plan and supervise the work of others; ability to maintain records and prepare statistical reports; ability to communicate effectively both orally and in writing; ability to get along well with others; initiative; resourcefulness; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Business Administration, Public Administration, Planning or a closely related field and three (3) years of experience in the management or coordination of public or private program(s), which must have included auditing, budgeting and/or analysis to ensure necessary compliance; **OR**
- B. Possession of a Bachelor's Degree in Business Administration, Public Administration, Planning or a closely related field, and four (4) years of experience in the management or

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coordination of public or private program(s), which must have included auditing, budgeting and/or analysis to ensure necessary compliance; **OR**

- C. Possession of an Associate’s Degree in Business Administration, Public Administration, Planning or a closely related field, and six (6) years of experience in the management or coordination of public or private program(s), which must have included auditing, budgeting and/or analysis to ensure necessary compliance.

Note: Two (2) years of college may be substituted, on a year-for-year basis, for up to two (2) years of the work experience indicated above.

Note: Your degree or college credits must have been awarded or earned 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
2315 DEP DIR PT
Classification: Non-Competitive (PIC)
NUMGT

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