

DATE: January 23, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Toni Roser, Director of Public Transportation
1 Danny Circle, Kingston, NY 12401

JOB VACANCY: Senior Bus Dispatcher / Permanent/Provisional / Full-Time / Benefited

LOCATION: UIC Area Transit

SALARY: \$28.97 / hour (Grade 12)

FILL DATE: February 13, 2026



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for dispatching, maintaining databases and keeping accurate records in a transportation office. An incumbent in this position is responsible for performing routine dispatch and clerical work including creating and maintaining several computer program databases in accordance with established procedures. The incumbent may perform minor building and vehicle maintenance tasks as needed. The class of Senior Bus Dispatcher is different than the class of Bus Dispatcher by virtue of the fact that a Senior Bus Dispatcher is responsible for supervising and training bus drivers/dispatchers in the daily operation of dispatching and disseminating information to staff. Work is performed under the general supervision of a higher level employee with leeway allowed in the performance of work details. An incumbent is responsible for supervising bus driver and dispatch personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and operation of modern communication systems; working knowledge of local geography and roads; working knowledge of transportation systems; ability to remain calm in emergency situations; ability to deal effectively with the public; ability to understand and follow oral and written instructions; ability to prepare narrative reports; ability to supervise the work of others; ability to organize and maintain accurate records and files; ability to express oneself clearly over radio, on the telephone or in person; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of dispatch experience involving the operation of modern communication systems, two (2) years of which must have included clerical and computer database record keeping experience in a transportation office responsible for the operation of fleet vehicles and public transit.

Special Requirement: Possession of valid CDL B license with passenger endorsement and 19A qualifiable at the time of appointment.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.