

DATE: March 31, 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: Public Transit Dispatcher/Trainer / Permanent/Provisional / Full-Time / Benefited

LOCATION: Ulster County Area Transit

SALARY: \$28.97 / hour (Grade 12)

FILL DATE: April 21, 2026



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the dispatch function, and bus driver and dispatcher employee training of the Ulster County Area Transit (UCAT) public transportation system. The system provides bus transportation for county residents to and from rural sites not served by private carriers. The incumbent also has responsibility for monitoring CDL driving records, DOT physicals and training requirements for all Bus Drivers and Bus Driver/Dispatchers, and for ensuring compliance with 19-A of the New York State Department of Motor Vehicle-Vehicle and Traffic law. Work is performed under the direct supervision of the Public Transit Dispatch and Operations Coordinator and the general direction of the administrative head of UCAT with leeway allowed for exercising independent judgment in the details of the work. Supervision is exercised over drivers and dispatchers. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the geography of the county; working knowledge of driving safety practices, traffic laws and regulations; working knowledge of GIS functions in the management of a fleet of vehicles; ability to train others; ability to operate radio equipment; ability to operate a bus with a capacity of more than sixteen (16) passengers; ability to maintain records; ability to communicate effectively, both orally and in writing; ability to prepare reports of a narrative and statistical nature; tact, courtesy, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a two-way radio operator, dispatcher, or related position in a public transit or school bus environment. Two (2) years of this experience must have included responsibility for the orientation and training of employees.

Special Requirement: At the time of appointment candidates must be in possession of a valid New York State CDL Class B License with passenger and air brake endorsements. Within one year of appointment, certification must be completed for New York State Title 19A Examiner, National Safety Council (NSC) DDC Instructor, NSC Coaching the Transit Driver Instructor and DOT Accident Investigation.

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 Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

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.