

ACTING DIRECTOR OF PUBLIC TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position, serving on an interim basis, which has the responsibility for managing 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 will serve for a short-term, interim basis overseeing the safe operation of a fleet of buses as well as the efficient administration of the public transportation program. The incumbent strives to organize, direct and coordinate the work of all employees to achieve an effective and efficient delivery of public transit services, while a search for a permanent Director is being conducted. Work is performed under the general direction of the Ulster County Executive's Office and the County Legislature with leeway allowed for exercising independent judgement in program operations, program policy and procedure development. Supervision is exercised over both administrative and non-professional staff. 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.

Directs, on an interim basis, the administration of a public transportation system for residents in rural areas, using the staffing, material, and resource requirements on the basis of the functional plan of operations of UCAT as guidelines;

Directs, on an interim basis, the organization, maintenance, safety and use of UCAT resources for public transit use;

Monitors programs designed to provide safe, affordable public transit services to the rural inhabitants of Ulster County;

Directs and coordinates the efforts of employees, and is responsible for the appointment and removal of staff and the resolution of labor issues in compliance with New York State law and local civil service rules;

Ensures that employees adhere to all bus operation safety guidelines in accordance with all Federal, State, and local regulations;

Ensures, for a short-term basis, that UCAT is administered in full compliance with all Department of Transportation, Department of Motor Vehicles, Federal Drug and Alcohol Laws and other State or Federal agency regulations applicable to public transit;

May develop and prepare the UCAT public transit budget;

May seek out, submit, and administer grants for public transit funding;

Maintains, in an interim capacity, fiscal controls over county and grant funds, and submits reports on a timely basis to the Ulster County Legislature and Federal and State agencies in compliance with all regulatory requirements attached to public transit funding;

Maintains records and prepares narrative and statistical reports of a written and verbal nature;

Oversees and manages the recruitment programs for transportation employees;

Represents the department at governmental agency or community meetings to foster the goals of the department and explain its scope and purpose;

May develop and maintain liaison with other agencies and private carriers in the planning and delivery of service to county residents;

Assists in the orderly transition of authority to the permanent Director once they are chosen.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices governing the administration of public programs; 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 delegate work to and coordinate work with others; ability to maintain records and prepare statistical reports; ability to communicate effectively both orally and in writing; thorough knowledge of the Federal and New York State laws and safety regulations as they pertain to the operation of public transit buses ability to get along well with others; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and two (2) years of progressively responsible work experience in the administration or coordination of a public or private sector program operating under established rules and regulations; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Bachelor's Degree four (4) of progressively responsible work experience in the administration or coordination of a public or private sector program operating under established rules and regulations; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and six (6) years of progressively responsible work experience in the administration or coordination of a public or private sector program operating under established rules and regulations; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of progressively responsible work experience in the administration or coordination of a public or private sector program operating under established rules and regulations; **OR**
- E. An equivalent combination of the training and experience as outlined in (A), (B), (C) and (D) above.

Special Requirement: Possession of any Federal and New York State Driver Licenses and certifications required for the motor vehicles that the incumbent may operate.

ULSTER COUNTY
2646 ACT DR PTR
NUMGT

Adopted: June 29, 2009