

DIRECTOR OF PUBLIC TRANSIT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position involving 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 is responsible for the safe operation of a fleet of buses as well as the efficient administration of the public transportation program. The incumbent must organize, direct and coordinate the work of all employees to achieve an effective and efficient delivery of public transit services. Work is performed under the general direction of the Ulster County Legislature with wide 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 the administration of a public transportation system for residents in rural areas, determining the staffing, material, and resource requirements on the basis of the functional plan of operations of UCAT;

Directs the organization, maintenance, safety and use of UCAT resources for public transit use;

Develops 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 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;

Develops and prepares the UCAT public transit budget;

Seeks out, submits, and administers grants for public transit funding;

Maintains 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;

Designs and implements recruitment programs for transportation employees;

Develops and maintains liaison with other agencies and private carriers in the planning and delivery of service to county residents;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices governing public transportation programs; thorough 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; 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 Bachelor's Degree in Business Administration, Public Administration, Planning or a closely related field and five (5) years of experience in the administration or coordination of a public, commercial, or school bus transportation system; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Business Administration, Public Administration, Planning or a closely related field, and seven (7) years of experience in the administration or coordination of a public, commercial, or school bus transportation system; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and nine (9) years of progressively responsible experience in the administration and coordination of a public, commercial, or school bus transportation system.

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.

Special Requirement: At the time of appointment, candidate must be in possession of a valid New York State CDL Class B license with passenger and air brake endorsements. Incumbent must also be in possession of any certifications, which may be appropriate to the motor vehicles operated, or those mandated by administration of on-going programs. The incumbent may be required to qualify for, earn and maintain the certifications required within an appropriate time frame to that requirement.

Special Note: In accordance with Department of Transportation (DOT) 49CFR40, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

ULSTER COUNTY
2645 DIR PUB TR
Classification: Non-Competitive
NUMGT

Adopted: September 18, 2003
Revised: December 22, 2003