

## **DIRECTOR OF PUBLIC TRANSPORTATION**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position responsible for directing the Ulster County Department of Public Transportation and managing the operation of the Ulster County Area Transportation system (UCAT). The system provides bus transportation for county residents and visitors on rural and urban routes throughout the more than 1,100 square mile County. 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 Office of the Ulster County Executive while exercising independent judgement in program operations, innovative planning, as well as the development of program policies and procedures. 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 the Ulster County Department of Transportation and manages the operation of the Ulster County Area Transportation system (UCAT);

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

Directs and coordinates the efforts of employees, and is responsible for the appointment and removal of staff;

Develops and prepares the UCAT public transit budget;

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

Determines the staffing, material, and resource requirements on the basis of the functional plan of operations of UCAT;

Adheres to and advances the County's commitment to greening the fleet and climate smart solutions;

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

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 Federal and State agency regulations applicable to public transit;

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

Represents the County in dealing with Federal, State, Town, Village and regional transportation agencies;

Develops and maintains liaison with other governments, County government agencies, not-for-profit organizations and private carriers regarding the financing, planning, coordination and delivery of transit services to county residents;

Manages, supervises and oversees the maintenance of all vehicles, buildings and any other real property and assets of the Ulster County Area Transit System;

Prepares and submits an annual report to the Ulster County Executive and the Ulster County Legislature for the immediately preceding calendar year.

**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.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with a Master's Degree and three (3) 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 an accredited college or university with a Bachelor's Degree and five (5) 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**
- C. Graduation from an accredited college or university with an Associate's degree and seven (7) 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 nine (9) 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.

ULSTER COUNTY  
2647 DIR PUB TR  
Classification: Non-Competitive (PIC)  
MGT

Adopted: November 5, 2009  
Revised: March 10, 2021  
Revised: September 30, 2021