

PUBLIC TRANSIT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for managing and administering the departmental operational and financial data collections. This position also prepares and submits required operational and financial reports in compliance with all federal, state and local funding-related regulations and requirements to better enhance the working operations of Ulster County Area Transit. The incumbent is also responsible for monitoring and managing various programs that are mandated by government agencies or other grant-funding sources. The work is performed under the general supervision of the Ulster County Director of Public Transit with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is exercised over the work of lower-level personnel. 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.

Manages and administers the departmental operational and financial data collections, in compliance with all federal, state and local funding-related regulations and requirements;

Prepares and submits narrative financial, grant-related, project-related and other related reports to federal, state and local agencies, in compliance with all funding-related regulations and requirements;

Builds database programs and prepares spreadsheets to examine and analyze operational and financial data;

Supervises and assures staff compliance to provide complete and accurate records;

Assists in the federal, state and local budgeting process by developing budget estimates and conducting comparative financial studies;

Assists in the development of program policies and procedures to ensure compliance with federal, state and local funding-related regulations;

Manages the compliance with various programs that are mandated by government agencies or other grant-funding sources;

Conducts and attends various informational meetings and seminars in compliance with federal, state and local funding-regulations;

May present informational reports to the Legislative oversight committee or to the public;

Upon request, may assist the Director in recruiting and interviewing and makes recommendations regarding personnel selection;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operations, procedures and regulations governing public transit systems; good knowledge of Federal Transit Administration (FTA) and New York State Department of Transportation (NYS DOT) funding requirements, limitations and regulations; working knowledge of federal and state laws and safety regulations governing the operation of buses; working knowledge of the geography of the County; ability to understand technical written material and follow technical oral and written directions; ability to create narrative and financial reports, statistical reports and conduct analytical processes; ability to manage multiple assignments and priorities; ability to get along well with others; good judgment; good powers of observation; tact; courtesy; dependability; 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 two (2) years of full-time paid experience in a municipal agency involving the management of federal and state funding of a public sector program; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Public Administration, Planning or a closely related field and four (4) years of full-time paid experience in a municipal agency involving the management of federal and state funding of a public sector program; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time progressively responsible paid experience in a municipal agency involving the management of federal and state funding of a public sector program; **OR**

D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
5281 PT COORD
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: December 21, 2006