

## **TRANSPORTATION DIRECTOR**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of tasks in connection with the maintenance and management of the Oneonta Public Transit System Greater Oneonta Bus System.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving the direct responsibility for all the transit functions, including but not limited to planning and directing all transit and maintenance facility functions of the City. The work is performed in accordance with policies allowing wide leeway for the exercise of independent judgment in maintaining high standards of performance.

**EXAMPLES OF WORK:** (Illustrative only)

- Plans, coordinates and directs the overall activities of all transit workers;
- Processes all Federal and State Grant Applications for transit funding for equipment and operating assistance;
- Develops and maintains an effective marketing program;
- Maintains ongoing training program as required by State and Federal mandates;
- Maintains personnel files on all transit personnel as required by Motor Vehicle Article 19A Rules;
- Establish and maintain an accident investigation program as required by NYS Public Transit Safety Board;
- Generates and evaluates bus system statistics, ridership, miles, hours, income. Prepares required financial reports for State, DOT, City, Transportation Committee, etc., as required;
- Represents the City in negotiations for Transit Services;
- Work and meet with the Transportation Committee; conduct meetings as required;
- Responsible for a system of processing of all income monies and billings for the bus system;
- Meets with State and Federal Agencies as required;
- Prepare multi-year ongoing transit plans;
- Prepare specifications and follow through with bidding process for capital equipment;
- Prepare annual financial statement for NYS DOT;
- Prepare operating report of system as required;

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive knowledge of modern transit bus system, including but not limited to State and Federal funding regulations; good knowledge of the principles and practices of supervision; good knowledge of the organization and functions of local governments of New York State; ability to prepare detailed financial and statistical reports; ability to read, comprehend, apply and implement large volumes of Federal and State regulations and mandates; ability to analyze and resolve complex problems; effective communication skills as well as people skills; ability to meet the public; initiative and resourcefulness; sound judgment.

(Over)

**ACCEPTABLE TRAINING AND EXPERIENCE:** Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a degree in Business Administration, Economics, Planning or a related field and two (2) years of progressively responsible experience at a supervisory level in the transit field; or
- b) Associates degree from a regionally accredited or New York State registered college or university in Business Administration, Economics, Planning or a related field and four (4) years of progressively responsible experience with at least two (2) years at a supervisory level in the transit field or
- c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of progressively responsible experience with at least two (2) years at a supervisory level in the transit field.

Adopted MSD: 1/16/86

Revised CSC: 1/23/08

Revised CSC: 9/16/09

Jurisdictional Classification: Competitive