

George Latimer
County Executive

Department of Human Resources
Mary Jennings Mahon
Commissioner of Human Resources



Department of Health
Dr. Sherlita Amler
Commissioner of Health

TRANSPORTATION ASSISTANT II – OPERATIONS

The Westchester County Department of Health has an immediate opening for a **Transportation Assistant II – Operations**. The successful candidate is responsible for inspecting, monitoring, and reviewing the performance and effectiveness of bus services and related transit support programs for children with special needs as per negotiated service contracts. Work also involves receiving and investigating complaints and facilitating resolution of same. Supervision may be exercised over subordinate personnel.

Examples of Work:

- Works independently, or in conjunction with the transportation company staff, to locate safe school bus stops for preschoolers;
- Acts as an intermediary between the transportation company and the preschool program to resolve disputes regarding school bus service procedures;
- Conducts inspections of companies operating under contract with the County to ensure each student is transported in the add-on restraint seat appropriate for his/her individual size and weight, and that each restraint is properly installed and in good working condition;
- Reviews, practices, procedures and proposals of transportation companies to assess conformance with established standards and overall objectives of the department.

Minimum Acceptable Training and Experience: A high school or equivalency diploma and five years of experience in transit operations as a bus driver, bus dispatcher, bus supervisor, information assistant or a closely related title, or in a staff position with a private or public bus company, authority or agency.

Substitution: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the required experience. Satisfactory completion of a Master's Degree* in Transportation Planning, Transportation Engineering, Urban or Regional Planning may also be substituted for all of the required experience as mentioned above.

Special Requirements: Possess and maintain a valid license to operate a motor vehicle in the State of New York while in the title.

Come join our team!

Salary Range: \$48,565 - \$60,535

Besides a competitive salary, our compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

Please submit a cover letter and resume to jobs@westchestergov.com

Important: Please indicate **Transportation Assistant II – Operations** in the subject line of your e-mail.

Westchester County is an equal opportunity employer

About Westchester County...

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of just under a million. Originally home to Native Americans, who were members of the Lenape tribe, it is today a rich mix of many cultures and landscapes. The County is a blend of bustling cities, quaint villages and picturesque towns as well as open spaces and a network of beautiful parks. The County is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world changing non-profits, and cutting-edge research centers.