

ASSISTANT COMMISSIONER OF TRANSPORTATION (FINANCE AND
ADMINISTRATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the commissioner of Transportation, an incumbent of this position is responsible for overseeing the coordination of the Divisions within the Department of Transportation in regard to the implementation of the strategic plan within budgetary constraints. Responsibilities include participation in the planning and preparation of departmental operating and capital budgets; coordination of implementation of the budget; assisting in the development and implementation of policy; serves as the contract compliance officer of the Department. Direct supervision is exercised over professional and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and acts as liaison with County departments, local government officials, and Federal agencies;

Monitors and coordinates the activities of the Bee-Line system in accordance with contract guidelines;

Coordinates the planning and preparation of departmental operating and capital budgets;

Keeps abreast of contract compliance and costs; makes recommendations as necessary;

Coordinates the activities of the Divisions within the Department in conformity with the strategic plan and budgetary constraints;

Advises and consults with Commissioner of transportation on all major aspects of policy;

Evaluates departmental expenditures and revenue reports to ensure sound cash management and budgetary control procedures;

Acts as the appeals officer for ParaTransit when service is suspended to an individual for violations;

Consults with the Commissioner and Deputy Commissioner in defining departmental fiscal and budgetary goals and objectives; acts for the Commissioner and / or Deputy Commissioner in coordinating, supervising and implementing these objectives;

Analyzes all aspects of departmental fiscal operations and implements new and/or revised procedures and policies to ensure cost efficiency and optimal utilization of resources;

Directs the preparation and submission of the departmental Annual Report consistent with regulatory guidelines and procedures;

Negotiates and directs financial activities of bus companies;

Directs and reviews marketing efforts of the department;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the administrative contractual and operational procedures of the Westchester County Department of Transportation; thorough knowledge of the principles of administration and problem solving; thorough knowledge of the theory and practices of budgeting, financial record keeping, supervision and personnel administration; ability to organize, plan, direct and coordinate the work of others; ability to communicate effectively both orally and in writing; ability to deal effectively with a wide variety of government officials, professional personnel, citizens and community groups; initiative; tact; deductive ability and judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* in Business Administration, Accounting, Public Administration and eight years of progressively responsible experience in the field of Business Administration, Accounting or Public Administration, four years of which must have involved management or budgetary oversight in a Transportation related field; or (b) Master's Degree* in Business Administration, Accounting, or Public Administration and seven years of experience as defined in (a), including four years of specialized experience as defined in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) AND (B).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.