

## COMMISSIONER OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive and in consultation with the County Board of Transportation, the incumbent in this class plans, organizes, staffs and directs departmental operations for the Department of Transportation; ensuring the accomplishment of short and long-range departmental goals and the effective management and provision of transportation services. In addition, the incumbent is responsible for managing the operation of the Westchester County Airport and its accommodations including commercial, commuter, and corporate aviation facilities. Supervision is exercised over a substantial number of professional, administrative and clerical employees and staff supervision over transportation companies and authorities that operate under franchises granted by Westchester County. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages and monitors the daily operations of the transportation system, including the administration and supervision of contracts, to ensure compliance to County, Federal and State laws, and to ensure for the effectiveness and highest quality of services provided to the public;

Directs and coordinates the activities of the Westchester County Airport to ensure contract compliance, as well as the efficient and effective management of daily operations;

Directs the review of transportation franchises and the physical and financial conditions of transportation and Airport facilities, and reports findings to the County Executive;

Plans, structures and provides managerial direction to the Department of Transportation and the Westchester County Airport for the implementation and planning of short and long-range goals;

Plans, develops and recommends departmental operating and capital budgets;

Plans and implements initiatives designed to enhance the quality of the transportation system in the County, (e.g., strategically placed passenger shelters, bus stops, signs and riding instructions) the management of information systems, and ongoing relationships with public and private sector vendors or agencies to fund said initiatives;

Coordinates short and long-range goals of the department with various Federal, State, County or Local agencies;

Negotiates contracts for private companies transacting business with the County;

Initiates, directs and participates in inter-agency planning and programs concerning the organization, development, and operation of the transportation system in Westchester County;

Directs the preparation of studies, surveys, and reports on transportation and Airport needs, and level of services required;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides recommendations to the County Executive on matters regarding departmental policy, and confers with the County Transportation Board on matters pertaining to County transportation and Airport policy;

Provides for the acquisition, construction, and maintenance of all transportation department facilities, equipment and other resources;

Works closely with and provides advice to County and municipal departments and officials regarding any matter affecting transportation and the Airport in Westchester County;

Selects, develops, motivates and appraises the performance of subordinates, to assure departmental effectiveness and continuity in meeting future departmental goals;

Represents County on transportation matters on committees that appear before State and Federal regulatory and operating agencies.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of business or public administration; thorough knowledge of the fiscal management and budgetary considerations relating to departmental operations and program requirements; knowledge of the equipment, maintenance, scheduling, labor and other factors relating to bus systems; knowledge of the Westchester County laws pertaining to transit and highways, U.S. Department of Transportation and Mass Transit statutes, regulations, and procedures; ability to program effectively the development and implementation of a coordinated transportation system for the County; ability to direct the work of technical and administrative staff; ability to meet, speak to and effectively deal with public officials, citizen groups and transportation facility representatives; initiative; imagination; good judgment; tact; reliability; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) ten years managerial experience involving legal, financial, budgetary or program oversight; or (b) Master's Degree\* in transportation engineering, transportation planning, business administration or public administration may be substituted on a year for year basis for the experience specified in; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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

NOTE: Experience gained as a Public Administration Intern may be substituted for a year of the foregoing desired experience.

West. Co.  
J. C.: Unclassified†  
WPP1

Job Class Code: E0029  
Job Group: Flat Rate