

DIRECTOR OF PLANNING - TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner, an incumbent of this position coordinates, organizes, directs and manages planning studies for the Department of Transportation. The incumbent also manages planning studies funded by the Federal and State government, including but not limited to, the Sub-regional Transportation Planning Program, and monitors the administration of grants and funds received through said programs. Additionally, the incumbent directs the Planning staff in performing research on transportation problems in Westchester County and its communities, and prepares reports for use by officials, governmental agencies and the general public. Supervision is exercised over professional and clerical staff. Doe related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, administers and prepares the Sub-regional Transportation Planning Program and related technical studies, which involves the completion of various contractual products such as the Comprehensive Transportation Plan, Transit Development Plan, Transportation Improvement Program and Unified Planning Work Program; in addition to quarterly progress reports and reimbursement requests;

Assists in the formulation and execution of policies and procedures for implementing planning programs assigned to or initiated in the department and in the preparation of the department's annual budget;

Directs various aspects of highway and transportation planning studies such as data base preparation; inventories of services and facilities; surveys of usage; identification of needs; evaluation and analysis of existing service; identification of alternatives; schedule and service adjustments, estimates of rider ship potential, and projections of future usage of service and facilities, in order to comply with Federal, State or County requirements;

Supervises professional planning support staff in carrying out assigned field and office projects through consultation, review and technical assistance, and in the preparation of graphic reports and statistical materials for the Sub-regional Transportation Planning Programs;

Directs the preparation of all technical exhibits for federally funded capital and operating assistance applications, in addition to applications for federally funded feasibility studies;

Directs field investigations relating to projects in progress;

Conducts staff meetings of the Planning Section of an in-service training nature relating to specific projects, studies or subjects of general interest, and monitors the training of staff and their progress on a consistent basis, and makes personnel recommendations for the division;

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

Acts as a liaison and coordinator of projects with representatives of Federal, State, County and Local agencies;

Works closely with the Deputy Commissioner, Department Heads, professional Planners and members of the New York State Department of Transportation and New York Metropolitan Transportation Council in the administration of various departmental programs.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of Federal, State and County transportation programs; thorough knowledge of transportation planning and operations; thorough knowledge of the principles and practices of intra-modal transportation systems planning; thorough knowledge of contract management; ability to analyze and make recommendations to solve administrative or operational problems; ability to plan, supervise and coordinate the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to deal effectively with public officials and citizen groups; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; creativity; good judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Urban or Transportation Planning, Transportation Engineering, Civil Engineering or related field and five years of experience where the primary function of the position was in transportation planning, three years of which must have been in a supervisory capacity; or (b) a Bachelor's Degree* and six years of experience as described in (a), three years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Masters' Degree in Urban or Transportation planning, Transportation engineering, Civil engineering or related field may be substituted for one year of the experience as defined in (a). Candidates must possess the supervisory experience

*SPECIAL NOTE: Education beyond the secondary level 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.

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Job Class Code: E0368
Job Group: XIV