

DIRECTOR OF PROGRAM DEVELOPMENT II (SPECIALIZED TRANSPORTATION SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for developing, planning and coordinating the County's specialized transportation programs which include ParaTransit and transportation components of programs administered by other County departments such as Social Services and Health. The incumbent is responsible for ensuring contractual conformance with Federal, State and departmental guidelines as they relate to specialized transportation services; considerable latitude is given for the exercise of independent judgment in performing these functions. In addition, the incumbent of this position may act as a representative for the Commissioner and/or Deputy Commissioner as required. Supervision is exercised over professional and clerical personnel; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, coordinates and supervises specialized transportation services administered by the Department of Transportation ensuring that services are in accordance with Federal and State guidelines, as well as departmental policy and procedures;

Establishes goals and objectives for the provision of specialized transportation services;

Directs the preparation of periodic reports to the Transportation Board on current and/or future specialized transportation programs;

Directs the monitoring and assessment of specialized transportation services, including the pre-school handicapped children program and DSS transportation program, to evaluate performance levels and assess conformance with contractual standards;

Directs the preparation of competitive bids/RFPs for the Health Department's preschool program for transportation of handicapped children, the County's ParaTransit program for the disabled, special programs administered for the Department of Social Services and any other departments with specialized transportation service needs;

Directs the preparation of the annual operating budget for the specialized transportation division;

Participates in public hearings, forums, and intergovernmental meetings as a representative of the County and the Department of Transportation;

Represents the Commissioner and/or Deputy Commissioner as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of transportation planning and operations; thorough knowledge of contract management; ability to analyze and make recommendations to solve administrative or operational problems; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, external governmental agencies and organizations; ability to plan, supervise, coordinate and evaluate the work of professional and clerical subordinate personnel; tact; good judgment; initiative; integrity; creativeness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and six years experience in transportation operations, transportation planning or contract management in the transportation field, including (2) years in a supervisory capacity.

SUBSTITUTIONS: Course credits towards a Master's Degree in Business or Public Administration, Transportation Planning, Transportation Engineering or a related field may be substituted at the rate of 30 credits on a year for year basis for up to two years of the aforementioned 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.