

PROGRAM ADMINISTRATOR (PARATRANSIT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Transportation, an incumbent of this class is responsible for planning and administering programs providing transportation services for the disabled and handicapped children. The position is responsible for determining goals, designing performance indicators and representing the department at public meetings. Supervision may be exercised over lower level support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers the existing paratransit programs for the disabled and handicapped school age children;

Prepares long-range plans for the operation, administration and financial management of these paratransit programs;

Establishes goals and objectives, financial and transportation performance indicators and reporting mechanisms to assess the cost-effectiveness and efficiency of the various programs and their respective transportation providers;

Directs the preparation and issuance of purchase of service specifications, bid documents and contracts for the various transportation providers;

Maintains liaison between the Transportation Department and technical staffs of other County Departments and Offices, the Council for the Disabled, State and Federal agencies, transportation providers and private human service agencies;

Directs the preparation of periodic reports to the Transportation Board, the Council for the Disabled, and other County, State and Federal agencies;

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

Develops annual operating budgets for the various paratransit programs taking into consideration recent actions by the Family Court, Federal and State mandates and County policy.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of transportation operations; familiarity with contract management; ability to effectively communicate orally and in writing; ability to analyze and recommend solutions for administrative and operational problems; ability to establish and maintain effective working relationships with contractors, external governmental agencies and organizations; tact; good judgment; 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 three years experience in transportation operations, transportation planning or financial management in the transportation field.

SUBSTITUTIONS: Graduate School level college courses* in the fields of Business or Public Administration, Transportation Planning, Planning or a related field may be substituted at the rate of thirty credit hours for one year of experience for up to two years of experience as listed above.

*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 Education Department as a post-secondary, degree-granting institution.