

PROGRAM SPECIALIST (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in the administration and management of contracts and grants for the Department of Transportation. Responsibilities involve preparation of various reports and documentation for submission to various funding agencies; consultation with the New York State Department of Transportation and the Federal Aviation Administration for consultation and to keep abreast of all laws, rules, regulations and procedures; and assisting in monitoring contract compliance. While supervision is not a responsibility of this position, incumbents are expected to provide leadership and guidance to subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in administering and monitoring grants from the New York State Department of Transportation and the Federal Aviation Administration;

Consults with officials of various funding agencies to gather information, provide assistance and to discuss contractual agreements;

Prepares requests for reimbursement from funding agencies; consults with the Department of Public Works and the Law Department to research and compile information needed for timely submission of requests;

Provides all required regulatory documentation and reports for submission to funding agencies to ensure continuing compliance to regulations and procedures;

Supervises subordinate personnel in the processing of Airport property tax payments;

Monitors the Westchester County Airport's Passenger Facility accounts to ensure collections and expenditures are properly recorded;

Assists with the preparation and monitoring of the Department's annual operating budget by providing management with documentation and reports regarding contractual agreements, expenditures and revenues;

Assists with the preparation of contract resolutions for the Board of Acquisition by researching information, analyzing existing contracts and preparing reports thereof;

Participates in administrative meetings to keep abreast of changes in policies and procedures; implements same within area of assignment;

Keeps abreast of trends within the fields of transportation and aviation and provides reports to management on same to enable the most cost effective use of operational services;

Attends meetings and conferences as required;

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

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 KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the policies and procedures involved in capital grant management; good knowledge of the administration and monitoring of contracts and agreements (exclusive of labor contracts); good knowledge of acceptable business practices in dealing with vendors and contract agencies; knowledge of the principles and techniques relating to the acquisition of materials and equipment; ability to prepare and maintain financial and program records; ability to gather, assemble, analyze and evaluate data and prepare written reports and memoranda on same; ability to communicate effectively, both orally and in writing; ability to understand and follow complex oral and written instructions; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and six years of experience years of administrative support experience† in grants, contract or fiscal operations, transportation planning or operations, or as a buyer or purchasing agent for a large private company or governmental organization.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the required experience.

*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.

†DEFINITION: Administrative support experience refers to those support tasks which facilitate the service aspect of the agency such as budget, data processing support, personnel, purchasing. It also refers to those support functions performed to assist a high level administrator through clerical supervision, office management, data collection and reporting, workflow or project tracking