

## STAFF ASSISTANT (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position assists in performing administrative support functions within the Fiscal Operations Division of the Westchester County Department of Transportation. Responsibilities involve evaluating compliance with terms of capital grants and related recordkeeping and purchasing functions for the department's capital grants and projects. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Ensures departmental compliance with all grant provisions for all capital grant projects and equipment purchases, as well as appropriate County, State and Federal procedures as they relate to grant activities;

Ensures that revenues and expenses are accurately recorded to comply with local, state and federal regulatory mandates and grant requirements;

Assists in the preparation of all budgetary, fiscal and other progress reports required by Federal, State and County agencies;

Consults with department staff and manufacturer's representatives to assist in preparing recommendations for equipment purchases; may assist in researching and analyzing alternative products;

Solicits and compiles technical data for the research and planning of grant projects;

Assists management or administrative staff in compiling data and preparing statistical reports on departmental grant activity;

Collects, records and files data regarding the acquisition of capital equipment from interviews, meetings, forums, and training or orientation sessions;

Takes inventory of deliveries, verifies condition of equipment and/or supplies and arranges for distribution of each shipment of new capital equipment;

Establishes and maintains a parts inventory and replacement information system for the life of all newly acquired acquisitions;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the rules, regulations and policies governing the Department of Transportation's capital grant program; knowledge of the principles and techniques relating to the acquisition of a variety of materials and equipment; ability to prepare and maintain financial and program records; ability to gather, assemble, and analyze facts and draw conclusions; ability to make verbal and written factual reports and presentations clearly, concisely and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd.):

effectively; ability to understand and follow complex oral or written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; initiative; tact; thoroughness; accuracy; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and either: (a) Bachelor's Degree\* in Marketing, Finance, Accounting, Business Administration, Transportation Planning or a related field of transportation; or (b) four years administrative or staff experience\*\*, including one where the primary function of the position was in purchasing, planning, transportation operations, finance or grants administration, or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

\*\*DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel-type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.