

## **COUNTY TRANSIT ADMINISTRATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and managerial position with primary responsibility for overseeing the operation of the Dutchess County Public Transit bus system. The work involves overseeing the operation of County-owned Public Transit assets by a private company and the coordination of both fixed route and demand response bus services in the County. The incumbent is responsible for the safe and efficient operation of a fleet of buses as well as the efficient administration of the public transportation system. The incumbent is responsible for monitoring and coordinating the contract with the private transportation company to ensure services are provided. Work is performed under the general direction of the Commissioner or Deputy Commissioner of Public Works. This position involves travel in the County to be familiar with the bus routes and proposed needs and also travel outside of the County for conferences, training, etc. Evening work and other than normal work schedules can be expected in this position, as the incumbent may need to cover after hours emergencies as related to Public Transit.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees the County transit system to ensure smooth day-to-day operations and compliance with all applicable regulations and requirements;
2. Supervises and monitors directly the County's relationship with contractors to ensure that a quality service is maintained for users;
3. Works in conjunction with the company's General Manager and represents the County's interest in the success of the company's human resource and utilization plan;
4. Acts as a clearinghouse for user issues, questions, concerns, and works proactively in addressing such issues for riders;
5. Organizes and monitors the budget for the Division of Public Transit; oversees budget projection figures including fuel and maintenance costs; prepares and explains annual budget and oversees monitoring of revenues and expenditures and adjusts budget costs accordingly throughout the year;
6. Supervises the preparation and submission of required federal and state grant applications and reports; supervises the development and maintenance of a comprehensive data collection and analysis program to be used to analyze transit programs services and projected needs;
7. Ensures that the transit system is administered in full compliance with all Department of Transportation, Department of Motor Vehicles, Federal Drug and Alcohol Laws and all other Federal and State agency regulations applicable to public transit; ensures that all employees adhere to bus operation safety guidelines and meet all appropriate training license and training requirements;
8. Researches, submits and administers grants for public transit funding;
9. Develops on-going marketing program to enhance transit ridership and provide information to existing and potential passengers;

## **COUNTY TRANSIT ADMINISTRATOR** (Cont'd)

### **TYPICAL WORK ACTIVITIES:** (Cont'd)

10. Monitors transit program for effectiveness; identifies gaps in services and evaluates proposed needs for services; determines how resources will be allocated to provide for the most effective and cost efficient provision of transit services;
11. Develops and maintains liaison with other agencies and private carriers in the planning delivery of service to residents;
12. Acts as County liaison to regional transit agencies and with municipal and private agencies to represent the department and County in the area of mass transit; serves on various interagency committees;
13. Prepares a variety of narrative and statistical reports of a written and verbal nature and oversees the maintenance of records relating to all aspects of the transit system.

### **FULL PERFORMMANCE KNOWLEDGE, SKILL AND ABILITIES:**

Thorough knowledge of the principles and practices governing public transportation programs;  
Thorough knowledge of the Federal and New York State laws, rules and safety regulations as they pertain to the operation of public transit buses;  
Thorough knowledge of public administration policies and procedures related to budgeting, grant procurement and maintenance and directing personnel;  
Thorough knowledge of the geography of the County;  
Ability to plan and supervise the work of professional and support staff;  
Ability to utilize a variety of computerized systems and records;  
Ability to analyze information and data and prepare narrative and statistical reports;  
Ability to communicate effectively both orally and in writing;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Public Administration, Planning or a closely related field and four (4) years of experience in the administration or coordination of a public, commercial or school bus transportation system;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Planning or a closely related field and five (5) years of experience in the administration or coordination of a public, commercial or school bus transportation system;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and nine (9) years of qualifying work experience as described in (A) and (B) above;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) (B) and (C) above.

**SPECIAL REQUIREMENT:**

Appointing authority may require an appropriate driver license to operate a motor vehicle in New York State at time of appointment and to maintain position.

Adopted: 01/01/09

Revised: 03/27/09

04/27/17

11/01/17