

TRANSPORTATION PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a management and technical position involving the administration of the metropolitan planning organization (MPO) program for the Poughkeepsie Metropolitan Area, which includes Dutchess County. The program involves the allocation of federal transportation and capital funds under the auspices of the Poughkeepsie-Dutchess County Transportation Council (PDCTC), an intergovernmental, multi-county board consisting of the County Executive, local mayors and supervisors, and senior transportation officials (e.g. Metro-North, NYSDOT, NYS Bridge Authority). The incumbent is responsible for coordinating transportation planning activities with federal, regional, state, and local government agencies. General direction is received from the Commissioner of Planning and Development, and considerable leeway is given for the exercise of independent judgment. Direct supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Supervises the administration of the MPO and transportation planning programs, including the determination of work program priorities and procedures, and the monitoring of all program projects for compliance with federal, state, and county requirements;
2. Researches, recommends and implements specific policies and programs to address the transportation needs of the metropolitan area;
3. Develops and monitors the administrative and program budgets, including the operating budget for the MPO program within the department;
4. Functions as a liaison for the county and local municipalities with New York State, FHWA and FTA;
5. Prepares and/or reviews a variety of legal documents, including contracts and RFP documents;
6. Reviews applications and proposals for available federal capital funds as part of the annual Transportation Improvement Program (TIP) development;
7. Directs the development of the transportation model used to analyze and evaluate future transportation, land use and demographic changes in the county;
8. Prepares or oversees the preparation of a variety of reports and projects, including those prepared by senior planning staff;
9. Conducts studies, surveys and special planning projects at the direction of the Transportation Council and the Commissioner of Planning and Development;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of transportation planning and capital programming; thorough knowledge of federal surface transportation programs and other state regulations, requirements, and practices; thorough knowledge of the current methods for collecting, analyzing and interpreting data; thorough knowledge of microcomputer applications related to data management, statistical analysis and traffic simulation modeling; ability to supervise the work of others; ability to establish and maintain effective working relationships with others; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex oral and written information; resourcefulness; tact; integrity; initiative; good judgment; physical condition commensurate with the demands of the position.

TRANSPORTATION PROGRAM ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in transportation planning, urban or regional planning, or a related field, and three (3) years progressively responsible transportation planning experience;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in transportation planning, urban or regional planning, or a closely related field, and (4) years progressively responsible transportation planning experience;
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: Work experience as described above may be substituted for the education requirements on a year-for-year basis.

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ADOPTED: 07/22/96