

DIRECTOR OF TRANSIT ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision and performance of a variety of public transportation business functions, which include budgeting, accounting, finance, grants writing and office management. Supervision is exercised over all clerical employees involved in these activities. This position does not involve responsibility for, or direction of, any activities of the Operations or Maintenance Divisions of the department. Work is performed under the general supervision of the Commissioner of Public Transportation with leeway allowed for the use of independent judgment within the designed areas of responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a variety of reports and applications necessary to secure funding or reimbursement for the department;

Provides fiscal, statistical and business management information in support of Federal and State grant applications for transportation projects;

Submits grant proposals for operating and capital assistance;

Coordinates fiscal, management and reporting functions to assure compliance with Federal, State and local requirements;

Acts as the liaison, and maintains effective relationships with Federal, State and local agencies and groups in matters relating to the funding, planning and analysis of transportation projects and mandates for continuation of funding;

Reviews and manages all lines of inventory and approves stock levels ensuring delivery and disposal of obsolete items;

Ensures that ledgers, accounts receivable and accounts payable are maintained in accordance with transportation audit requirements;

Acts as department contact in audits; Assembles all capital and operating budget requests for the department, and ensures that justifications are adequate;

Submits recommendations for the yearly budget to the Commissioner;

Attends meetings and conferences as a representative of the department in a technical or advisory capacity relating to transportation planning or funding;

Reviews requisitions for the purchase of non routine equipment and services and submits recommendations to the Commissioner for approval;

Operates a computer to enter, retrieve and analyze data;

Approves routine purchases;

Administers and monitors agreements, contracts and grants to provide transportation services or to secure funding needed by the department;

Assists in the development and implementation of a public information program to improve public awareness of the transit system, provide accurate information, and to inform the consumer of the value of mass transit, by coordinating, the distribution of route maps, timetable and information pamphlets;

Studies and implements the use of data processing equipment to meet department needs;

Prepares long range planning and evaluation studies regarding departmental services and policies, and develops recommendations on revision or establishments;

Plans, organizes and supervises the activities of all clerical employees not assigned to the Operations or Maintenance Division.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and methods;

Good knowledge of accounting methods and budgetary procedures;

Good knowledge of data processing (micro-computer) techniques and their applications for management control;

Good knowledge of the grant monies available in the field of transportation;

Skill in organizing and consolidating narrative and tabular information into a clear, logical fiscal plan;

Ability to plan and coordinate the work of others;

Ability to verbally explain and defend budgets;

Ability to acquire familiarity with the laws and regulations and policies regarding transportation funding;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain successful working relationships.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting, business or public administration, economics or a closely related field, including or supplemented by 18 semester credit hours in accounting, and four years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and six years of experience described in

A) above; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.