

DIRECTOR OF ADMINISTRATION AND RESEARCH

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional and administrative work of a complex nature that involves responsibility for the oversight of Rockland County's Demographic Research Data Program and the day-to-day operations of the County of Rockland's public transportation system. The work includes responsibility for utilizing data for planning and administering public transportation operations and programs. The work is performed under the general guidance of the Commissioner of Public Transportation and requires considerable independent judgment. Supervision is provided to a number of professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers the County of Rockland's Demographic Research Data Program by developing policies and procedures for such program and related data websites and provides demographic, economic, and social information and analyses to County agencies, local agencies, educational institutions, media and the general public;

Directs and conducts the preparation, evaluation, collection and analysis of data required to meet federal, New York State and Regional requirements for various public transportation-related programs (e.g., Title VI, Environmental Justice, NYMTC SED Forecasting, Transit Service, Fare Equity Analysis, National Transit Database Reporting, etc.);

Oversees and directs the activities of professional, technical and clerical staff engaged in the development, implementation, maintenance and funding of the County's public transportation system as well as staff involved in the research, analysis and dissemination of demographic, transit and statistical data;

Coordinates and provides technical assistance for various New York State and federal economic development incentive and funding programs, including the development and analysis of the County's data repository used to provide demographic, economic, social and housing information;

Acts as liaison to the United States Census Bureau and the New York State Data Center in order to confirm and exchange information;

Completes economic based forecasts and analysis tools (shift-share analysis, location quotient analysis, cluster analysis, etc.) from a variety of sources (e.g., NYMTC, NYSDOL, NYSDOT);

Administers and oversees the day-to-day operations of the County's public transportation system, including the Transport of Rockland (TOR), TappanZEEExpress (TZx) and TRIPS bus services by developing and implementing policies and procedures, making recommendations to improve services and ensure compliance with regulations, conducting research to identify areas for improvement, etc.;

Develops policies and procedures for the analysis and dissemination of demographic, socioeconomic, housing and transportation research and statistical studies;

Oversees the receipt and expenditure of federal and New York State funds in order to ensure compliance with regulatory agencies, including but not limited to the preparation of reports required by the Federal Transit Administration (FTA);

Monitors the operation of the Rockland County bus service by investigating customer complaints, monitoring contract compliance and service delivery, evaluating service effectiveness, reviewing statistical reports and performance measures, etc.;

Prepares budgets for personnel and operational expenses and revenues related to the County's public transportation system and provides recommendations and information for the preparation of capital budget expenses;

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Oversees public transportation vendors and contracts in order to ensure the effectiveness of services and compliance with program regulations;
Acts as liaison with County departments, New York State and local government agencies and officials, federal agencies and the general public regarding public transportation issues;
May act for and in place of the Commissioner of Public Transportation, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of research applicable to municipal and regional planning; thorough knowledge of the organization and operation of municipal government in New York State; thorough knowledge of research methodologies and the application of same to planning activities; good knowledge of the County of Rockland public transportation system and services*; good knowledge of the principles and practices of administration; ability to use automated systems applicable to the planning, research and statistical activities; ability to develop and oversee a demographic data program; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: A Master's degree or higher in Sociology, Psychology, Demography, Transportation Management, Transportation Planning, Statistics, or comparable curriculum, which included or was supplemented by a minimum of six (6) college credits in Research Methodology, Statistics or comparable courses, and five (5) years of professional experience in demographic research, and/or collecting and analyzing data (e.g., cluster analysis, regression analysis), at least one (1) year of which involved public transportation related research, and at least three (3) years of which substantially involved the supervision or management of professional and/or technical staff.

*To be demonstrated during the probationary period.