

## **TRANSIT ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized administrative work that involves monitoring public transportation programs and services, including contract compliance, as well as developing, implementing and maintaining policies and procedures for the County's transportation system. The work is performed under the supervision of the Commissioner of Planning and Public Transportation and supervision is exercised over professional, technical and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts as liaison with County departments, state and local government officials, federal agencies, etc. regarding public transportation issues, especially to exchange information, resolve problems, develop plans etc.;

Performs research and analyzes public transportation issues in order to develop programs, make recommendations regarding policies, improve services, etc., in accordance with federal and New York State guidelines and requirements;

Prepares transit proposals and makes recommendations for the development and implementation of public transportation system programs, in compliance with federal and New York State regulations, and local policies and procedures;

Monitors on-going transit projects by gathering information, meeting with staff and consumers, etc., and prepares progress reports, as necessary;

Monitors the operations of the County of Rockland's bus service by investigating consumer complaints, monitoring staff performance, assessing the effectiveness of services, etc.;

Provides administrative recommendations and develops proposals for new transit projects for inclusion in the Rockland County Transit Development Plan and the Transportation/Improvement Program for implementation as funds become available;

Conducts surveys and organizes data to identify the demographics, transportation needs, preferences and priorities of consumers;

Prepares and oversees the preparation of a variety of written material, including reports, correspondence, and information materials to disseminate to the public;

Oversees the development of plans and response activities for public transportation emergencies;

Oversees, coordinates, and directs the activities of employees involved with technical activities and administration of the department by assigning work, delegating authority, answering questions, providing work direction, etc.;

Oversees and/or participates in the monitoring of public transportation vendors and contracts in order to ensure the effectiveness of services and programs and compliance with regulations;

Reviews and explains federal and New York State requirements to staff and consumers, as needed;

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 operational reports required by the Urban Mass Transportation Act (UMTA);

Represents the department at various meetings, discussions, forums, etc.;

May troubleshoot a variety of problems related to projects and programs and gather information needed to ensure efficient operations;

May act for and in place of the department head, as necessary.

(over)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of County of Rockland public transportation policies and procedures; good knowledge of grant monies available for public transportation projects and services\*; good knowledge of the County of Rockland public transportation system and services\*; good knowledge of the general principles of the Rockland Fixed Route Intelligent Transportation System (ITS)\*; ability to gather information and evaluate existing County of Rockland transportation programs; ability to prepare a variety of reports for funding agencies as well as for compliance with New York State and federal regulations; ability to understand and interpret written material, especially as it pertains to public transportation regulations and requirements; ability to communicate effectively both orally and in writing; ability to prepare informational materials; ability to supervise the work of others; ability to establish and maintain cooperative relations with others.

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher and five (5) years of post-degree experience in transit management, municipal transit planning, or transit project engineering or development;  
or
2. A Bachelor's degree or higher and five (5) years of post-degree experience that substantially involved administrative responsibilities in a governmental setting, at least two (2) years of which must have involved responsibilities for public transportation programs and services (e.g., plan and develop public transportation programs and/or policies; resolve public transportation problems; prepare public transportation reports, correspondence and informational materials such as press releases, website information, brochures and pamphlets; research and provide professional-level recommendations regarding public transportation matters).

**NOTE:** A Bachelor's degree which included or was supplemented by twenty-four (24) credit hours in any one or a combination of Business or Public Administration, Civil Engineering with emphasis in Transportation, Transportation Engineering, Transportation Planning, Transportation Economics, Transit Planning, Transit Development, Transportation Management or Urban Planning may be substituted for one (1) year of any of the experience indicated above.

\*To be demonstrated during the probationary period.