

## COMMISSIONER OF PUBLIC TRANSPORTATION

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, preparing, implementing and evaluating a comprehensive public transportation service system. An incumbent is responsible for overseeing the administration and operation of a safe and efficient transportation system suitable to the needs of the county. Work is performed under the general direction of the County Executive or designee with wide leeway allowed for the exercise of independent judgment in carrying out the policies and objectives of the department. Supervision is exercised over the work of all department employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs various technical and clerical personnel in performing the following: maintenance, operations, funding, and planning;  
Administers general operational scheduling of the transportation systems;  
Administers transit operating assistance contracts with all county sponsored private operators;  
Participates in collective bargaining negotiations with Amalgamated Transit Union representatives;  
Acts as the County Executive's liaison with all ground transportation providers in Broome County;  
Selects personnel and maintains staffing required to meet the needs of the department including hiring, disciplining and terminating;  
Supervises the administration of the Coach Operators' road tests, as specified under Section 19A of the New York State Motor Vehicle Traffic Law;  
Supervises the investigation and evaluation of all coach accidents and files appropriate reports;  
Prepares or oversees the administration of all public relations responsibilities pertaining to the dissemination of information to the public;  
Makes recommendations and administers sub-contract work by any private operator in Broome County providing transportation under contract to Broome County;  
Determines personnel requirements and is responsible for the appointment of staff in compliance with state laws and local civil service rules;  
Oversees the organization and administration of an effective training program for department personnel;  
Responsible for the general administration of the Division of Fleet Management;  
Sets charges for all services, with legislative endorsement;  
Ensures that the department is in compliance with all applicable Federal and State rules and regulations governing the operational functions of the department;  
Investigates complaints regarding service and personnel and takes appropriate action;  
Participates on the Broome County Surface Transportation Advisory Board;

Directs and oversees the promotion and advertising of transit system;  
Develops and administrators a system safety plan as required by the New York State Transportation Safety Board;  
Administers passenger checks and routine Coach Operator checks;  
Oversees scheduling of charter operations;  
Responsible for the development of the annual budget and the regulation of all departmental expenditures.

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

Thorough knowledge of the operations of an intra-city bus transportation system;  
Thorough knowledge of the administrative practices and techniques in the operation of a bus transit system;  
Thorough knowledge of the New York State driver safety rules, regulations and practices;  
Thorough knowledge of current New York State motor vehicle transportation laws;  
Good knowledge of the geographic area of the district;  
Good knowledge of labor relations practices;  
Good knowledge of purchasing practices related to the transportation industry and the county;  
Working knowledge of the practices related to the maintenance and repair of diesel powered buses, and other automotive equipment;  
Ability to plan and direct the work of others;  
Ability to maintain efficiency and harmony in working relationships among subordinates;  
Ability to communicate, understand and execute oral and written directions;  
Ability to prepare a budget;  
Ability to deal effectively with the public;  
Ability to delegate responsibility and to maintain control;  
Ability to direct, prepare and oversee the collection and dissemination of timely records and reports;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS\* :**

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in the in the field of transportation systems or business administration and have had five (5) years of supervisory or administrative experience in these fields; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a master's degree in the field of transportation systems or business administration and have had three (3) years of supervisory or administrative experience in these fields; or

C) Any equivalent combination of training and experience.

\* - In accordance with Article X (A1001) of the Broome County Administrative Code

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.

R183            2/5/97

Jurisdictional Classification: Unclassified