

DEPUTY COMMISSIONER OF PUBLIC TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for managing the daily operations of the Public Transportation Department. Work is performed under the general direction of the Commissioner of Public Transportation with guidance in general program planning but with broad leeway allowed for the exercise of independent judgement. Supervision is exercised over other personnel in the department. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Oversees the day to day operations of divisions within the agency including administration, maintenance, fixed route operations, para-services and fleet, the disabled children's transportation program(s), BC Lift (OFA), and BC Transit;

Facilitates departmental staff meetings and briefs Commissioner on all key projects, issues and achievements;

Assists individual division heads in developing annual goals and objectives for their operations;

Recruits, screens and interviews prospective candidates for positions throughout the department and makes hiring recommendations to the Commissioner;

Administers employee performance evaluations, monitors absenteeism and leave usage, and monitors employee discipline procedures;

Designs and delivers training seminars for supervisory employees;

Reviews transit accident reports and conducts investigations where necessary; Serve on various committees including negotiating teams;

Functions as Commissioner in Commissioner's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of an intra-city bus transportation system;

Good knowledge of the administrative practices and techniques in the operation of a bus transit system;

Good knowledge of the geographic area of the district;

Good knowledge of the New York State driver safety rules, regulations, and practices;

Good knowledge of current New York State motor vehicle transportation laws;

Good knowledge of labor relations practices.

Working knowledge of purchasing practices related to the transportation industry and the county;

Working knowledge of the practices relating 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 relations 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.

SUGGESTED MINIMUM QUALIFICATIONS:*

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the field of Transportation Management, Business Administration or closely related field and four years of supervisory and/or management experience; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in the field of Transportation Management, Business Administration or closely related field and six years of supervisory and/or management experience; or
- C) An equivalent combination of training and experience as indicated within 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.

*in accordance with Broome County Administrative Code.