

## TRANSPORTATION PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Work involves developing a comprehensive transit program strategy which will cost effectively meet identified transportation needs of county residents, stimulate economic growth and encourage tourism. Incumbent is responsible for working with stakeholders in developing and executing this strategy. Strategy implementation plan must include metrics to adequately monitor and evaluate efficiency and effectiveness. Additional responsibilities will include ensuring proper maintenance and repair of County transportation assets, identification of process improvements and correction of process deficiencies, risks and/or liabilities, and ensuring compliance with applicable state, local and federal standards and specifications. The transit program strategy will include parameters relative to contractual agreements with service providers, while utilizing appropriate County procurement policies. Incumbent is involved with managing contractual relationships relative to transportation services, which may include maintenance and/or improvement/construction projects. Work is performed under general supervision of the Commissioner of Planning, Development and Public Transportation. Supervision may be exercised over subordinate staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Evaluate and develop strategies specifically focused on optimizing and effectively utilizing the transit systems assets;

Oversees execution of comprehensive strategy and establishment of new service provider contract/s;

Oversees initial implementation of the new contract/s once established;

Reviews and oversees implementation of policies and operational priorities as they relate to transportation services, with ongoing goals of improving service, reducing cost, meeting public utilization demand, and providing greater economic efficiency;

Participates in route planning and emergency planning relative to public transportation;

Maintains inventory records of County-owned transportation services equipment;

Works closely with Planning Department professionals to ensure compliance with federal and state requirements regarding planning studies, system reports, evaluations, standards, forms and specifications, including all responsibilities

TRANSPORTATION PROGRAM MANAGER (cont'd)

relative to the Federal Transit Administration's Triennial Renew Program;  
Coordinates County transit services with other regional transit services and other transportation programs operating within Putnam County;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices involved in program management; familiarity with principles and practices of organizational, corporate or government strategic planning; good analytical and problem-solving capabilities; good administrative and technical abilities; ability to plan and supervise the work of others; ability to communicate clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; mature professional judgment; reliability; initiative, ingenuity and resourcefulness in managing complex problems; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Bachelors degree and two (2) years of experience involving operations management in business, construction, public works, utilities, or any appropriate field; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years of experience involving operations management in business, construction, public works, utilities, or any appropriate field; or
- c) An equivalent combination of training and experience as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-graduate education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL NOTE: Preference may be shown to candidates with professional experience in the areas of strategic planning and/or development.