

Department: Transportation
Classification: Competitive
Grade: 7 M/C

SPEC DISK B3
DOCUMENT 81

COUNTY TRANSPORTATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

Performs difficult and complex administrative duties related to transportation system development, coordination and analysis. The work involves responsibility for the supervision and performance of a variety of public transportation business functions, which include budgeting, accounting, finance, grant writing and office management. This is a professional administrative position in the Department of Public Works, involving the responsibility for overseeing and coordinating projects. The incumbent will be expected to work independently in the absence of other Administrative Staff. The work involves considerable contact with public officials, private business owners, the public, professional and civic organizations, and other interested social/community groups dependent upon the size of the agency with an ability to promote cooperation and positive relationships that foster the development of transportation services. General supervision may be exercised over the work of several professional and non-professional employees within county government. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a variety of reports and applications necessary to secure funding or reimbursement for the department;
Provides fiscal, statistical and business management information in support of Federal or State grant applications and leverage of funding for transportation projects;
Submits grant proposals for operating and capital assistance;
Coordinates fiscal, management and administrative functions to assure compliance with Federal, State and local requirements;
Acts as the liaison, and maintains effective relationships with Federal, State and local agencies, individuals and groups in matters relating to the operation, funding, planning, marketing and analysis of transportation projects and mandates for continuation of services;
Prepares and manages program budget;
Creates promotional, marketing, public relations materials and assists in organization of staff training and orientation;
Creates, plans, implements, schedules and dispatching protocols and evaluates the programs and services;
Interprets federal, state and local rules and regulations relating to the implementation of the transportation system;
Establishes and maintains liaison with representatives from partner agencies to enlist their participation;
Develops and manages all contracts with outside agencies;
Develops varied research assignments related to community and master planning;
Assists in developing long-range plans to maintain continuous improvement for

effective program development and budget development;
Prepares and interprets a wide variety of narrative and tabular records and reports necessary for control and operation of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of local occupational and economic conditions and trends; good knowledge of concepts and methods used in the development and maintenance of information systems; able to interpret complex narrative and tabular reports; effective writing, public speaking, computer proficiency, presentation and brochure development skills; able to plan and supervise the work of others; able to establish and maintain effective working relationships; able to express oneself both orally and in writing; able to understand oral and written directions; skilled in organizing and analyzing information related to workforce development, transportation planning and grants-in-aid; physical conditions 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 planning, transportation planning, civil engineering, transportation engineering or closely related field and one year of grant administration, accounting or office management experience OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in economics, geography, government, public administration, statistics or closely related field and two years of grant administration, accounting or office management experience; OR
- C) Graduation from a regionally accredited or New York State registered college or university with an Associates' Degree in planning, transportation planning, civil engineering, transportation engineering or closely related field and four years of grant administration, accounting or office management experience OR
- D) Graduation from high school or possession of a high school equivalency diploma and five years of experience in accounting or office management experience including one year of grant administration; OR
- E) An equivalent combination of training and experience as defined by the limits of A), B), C) and D) above.

NOTE: Education beyond a Bachelor's Degree in a specified field may be substituted for experience on a year for year basis.

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