

DIRECTOR OF PARATRANSIT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, directing, and managing the operations of the county funded paratransit services. An incumbent in this class is responsible for the development and implementation of transportation contracts with client agencies. The work is performed under the general direction of the Deputy Commissioner of Public Transportation. Supervision is exercised over a unit engaged in the coordination of paratransportation activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs, manages and plans the operations of the county paratransit services activities;
Negotiates contracts with various client agencies, such as Office for the Aging and Handicapped Children's Programs;
Supervises and manages a computerized paratransit scheduling system;
Monitors the performance and maintenance of fleet vehicles and fleet information systems;
Develops a yearly budget for fleet operations and oversees monthly revenues and expenditures;
Recommends to the Commissioner of Public Transportation the purchase of new vehicles and equipment;
Operates a variety of computerized equipment involved in scheduling and data storage;
Disseminates information pertaining to the availability and scheduling of fleet vehicles to other county department heads;
Prepares a variety of periodic reports on the transportation of elderly and handicapped;
Conducts transportation task force meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the geography of Broome County;
Good knowledge of New York State vehicle and traffic laws and the rules and regulations pertaining to transit operations;
Good knowledge of the principles and practices used in scheduling and routing;
Good knowledge of the principles and practices of supervision;
Working knowledge of governmental budget preparation procedures;
Working knowledge of automotive technology and maintenance techniques;
Ability to communicate, understand and execute oral and written directions;
Ability to deal effectively and courteously with governmental officials and the public;
Tact;
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 business administration or a related field and four years of administrative supervisory experience; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in the above fields and six years of administrative supervisory experience; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.