

TRANSPORTATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibilities for managing and coordinating the County's transportation programs. This position is responsible for meeting with public, private and government officials to analyze data and determine the transportation needs and assist in implementing solutions to meet these needs. The work is performed under general supervision with considerable leeway allowed in the performance of duties. Supervision is exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers and manages all County contracts for public transportation and Non-Emergency Medicaid Transportation;
Meets daily with public transportation provider to discuss all phases of operations;
Evaluates and resolves contractual non-compliance issues through communications and meetings with parties involved;
Negotiates contracts for specialized transportation services;
Administers "in-house" transportation contracts with various County departments;
Acts as New York State Department of Transportation contact person and applies for transportation grants and sources of funding;
Represents County on Regional Transit Boards to develop and implement Regional Transit Plans;
Acts as Non-Emergency Medicaid Transportation (NEMT) Prior Approval Official;
Maintains transit vehicle inventory and determines need for and type of replacement vehicles;
Develops bid specifications for transit vehicles and transit-related equipment;
Prepares and submits grant applications for funding public transportation vehicles and related equipment;
Tracks grant funds, approves expenditures and requests reimbursements;
Seeks additional grants to improve transit services and reduce County costs;
Develops and maintains detailed program records including County budget, program budgets and state-required reports;
Develops surveys and gathers statistical data for determining, facilitating and implementing realignment or upgrades to public transportation routes and other transportation services that will improve coordination;
Develops contracts with outside marketing agencies to provide public relations/promotional/marketing materials;
Promotes public transportation information and education through meetings and presentations to local constituent groups;
Prepares County's transportation budget;
Hires and supervises clerical and transportation staff;
Conducts staff meetings to keep updated on operations.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of various modes of transportation; good knowledge of community organizations and structure; ability to collect, organize and analyze statistical data; ability to plan, organize and direct the activities of others; ability to communicate clearly and effectively both orally and in writing; ability to meet and deal with individuals in various settings; initiative and resourcefulness; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years experience supervising transportation services including consumer/client relations and staff supervision; or
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of paid experience as noted in (1) above; or
3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

APPROVED: SEPTEMBER 23, 2010

CIVIL SERVICE CLASSIFICATION: COMPETITIVE