

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 05/24/2022

TRANSPORTATION PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible professional position involving the development, implementation and administration of regional transportation planning. The Transportation Program Manager acts in place of the Deputy Commissioner of Planning (Technical) when needed to serve as the Metropolitan Planning Organization (MPO) Director for the Herkimer-Oneida Counties Transportation Council (HOCTC). The MPO is responsible for the continuous, cooperative, and comprehensive transportation process for the two-county area in accordance with the requirements set forth in 23 CFR 450. The incumbent will work directly with local, state, and federal agencies in a cooperative fashion to ensure that the transportation process for the two-county area is identifying and addressing the long term transportation needs for the area. An inter-county transportation committee will provide guidance over the work of the incumbent; however, leadership and independent judgments are integral to the position. Work is performed under the administrative supervision of the Commissioner of Planning, the Deputy Commissioner of Planning, and the Deputy Commissioner of Planning (Technical). The incumbent exercises supervision over the work of a group of professional and subordinate staff, who are involved with various phases of assigned transportation planning projects. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintaining and updating the Transportation Improvement Program (TIP);
Developing Annual Work Program – approved by NYSDOT, FHWA, & FTA;
Maintaining and updating the Long Range Transportation Plan;
Preparing applications for Federal and State Operating and Capital Assistance Grants;
Actively participate in NYSDOT Capital Program Committees;
Perform technical analysis and feasibility studies;
Manage the activities of subordinate staff;
Participate in relevant meeting and conduct technical seminars;
Arrange Transportation Planning and Policy Committee Meetings;
Represents the MPO before legislative Bodies, executive departments, agencies, and policy boards on matters of Regional, State, and Federal program issues and policies in the absence of the Deputy Commissioner of Planning (Technical).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of transportation planning, capital programming, and fiscal responsibility; a strong mediator and facilitator, capable of synthesizing a wide variety of data and perspectives into meaningful, practical, and cost-effective solutions; ability to supervise the work of professional staff; ability to formulate and direct complex multi-disciplinary studies related to the relationship between land use and transportation; ability to express ideas clearly and concisely, both orally and in writing; the ability to establish and maintain effective working relationships with partner agencies and organizations; and to exercise good, sound professional judgments.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in city, regional, or urban planning from an accredited college or university **AND** seven (7) years of experience in regional, county, or municipal planning*; three (3) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, public administration, or a closely related field from an accredited college or university **AND** eight (8) years of experience in regional, county, or municipal planning; three (3) years of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in city, regional, or urban planning from an accredited college or university **AND** eight (8) years of experience in regional, county, or municipal planning; three (3) years of which shall have been in a supervisory capacity; **OR**
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, public administration, or a closely related field from an accredited college or university **AND** nine (9) years of experience in regional, county, or municipal planning; three (3) years of which shall have been in a supervisory capacity.

NOTE: Professional Planning* experience in the field of regional, county or municipal planning may be substituted on a year-for-year basis for the specific degrees designated above, after review and approval by the Commissioner of Personnel.

***Planning** – activities that include the following: the preparation of plans or proposals and research reports or the collection, tabulation and analysis of data or the conducting of special studies and reports or developing proposals and preparing grant applications in the fields of transportation, human services, municipal land use, or environmental planning.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 03/28/1979

Revised: 05/13/1983, 10/01/1996, 03/02/2012, 10/01/2021, 05/24/2022