

## **TRANSPORTATION COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Office for the Aging and is responsible for overseeing and managing the Oneida County Rural Transit or Public Transit System. The duties include being responsible for the care, custody and control of buses assigned to the agency, supervising drivers and other support staff. The work is performed under general supervision of the Director, Office for the Aging, with leeway allowed for the exercise of independent judgement in carrying out details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Manages daily transit operations in accordance with established policy and procedures to comply with Federal, State and local requirements;  
Determines driver and bus schedules and assignments calling substitutes as necessary;  
Schedules vehicle maintenance and repair performed either by County staff or contract;  
Determines staff member workloads and evaluates staff performance;  
Prepares and maintains staff payroll records and time records;  
Prepares and monitors Oneida County Rural Transit budget and required fiscal and programmatic records;  
Works with contracting agencies engaged in transportation of senior citizens in the County, and with other Public Transit operators;  
Prepares and implements a transit bus system safety plan as required by the State Department of Transportation;  
Attends training programs and conferences related to Public Transit and transportation of the elderly;  
Recertifies drivers and gives road tests as required by the State Motor Vehicle Law;  
Prepares a variety of records and reports related to the work, including but not limited to, the New York State Operations Assistance Application and the annual report.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of standard transportation methods involved in the operation of a transit system; good knowledge of geography of the County; good knowledge of driving safety practices; working knowledge of the laws, regulations and policies of the State Department of Motor Vehicles and other regulatory agencies relating to bus operation; working knowledge of automotive repair methods and the terminology and tools of the trade; ability to operate a bus; ability to manage data systems for scheduling demand response rides; ability to plan and supervise the work of bus drivers, dispatchers and clerical employees; ability to keep records and prepare reports.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience in the operation of multi-passenger vehicles; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience in the maintenance and repair of automotive equipment; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

1. Eligibility for the appropriate level New York State Driver's License at time of application. Possession of a valid license at the time of appointment.
2. Eligibility for certification as an Examiner in accordance with Regulations of the Commissioner of Motor Vehicles and Vehicle and Traffic Law at time of application. Possession of the valid certificate at time of appointment.