



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**ASSISTANT DIRECTOR OF  
PUBLIC TRANSIT**

DATE ADOPTED: 05/01/22

LAST REVISION: 12/6/2023

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and managerial position with primary responsibility for assisting the Director of Public Transit with the operation of the Dutchess County Public Transit bus system. The work involves assisting in oversight of the operation of County-owned Public Transit assets and the coordination of both fixed route and demand response bus services in the County. The incumbent assists in the oversight of the safe and efficient operation of a fleet of buses as well as the efficient administration of the public transportation system. The incumbent assists in monitoring and coordinating vendor contracts to ensure services are provided. Work is performed under the general direction of the Director of Public Transit. This position involves travel in the County to be familiar with the bus routes and proposed needs and travel outside of the County for conferences, training, etc. Evening work and other than normal work schedules can be expected in this position, as the incumbent may need to cover after hours emergencies as related to Public Transit.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in directing the daily coordination efforts of public transit employees, and assists in the oversight of the County transit system to ensure smooth day-to-day operations and compliance with all applicable regulations and requirements;
2. Assigns work projects to subordinate supervisory staff;
3. Provides direction and instruction to staff related to safety and transit operations including fixed -route and demand response scheduling and ADA compliance;
4. Assists the Director with relationships with contractors to ensure that a quality service is maintained for users;
5. Assists the Director and Dutchess County Human Resources to develop and implement an ongoing recruitment plan for transit professionals;
6. Assist the Director in acting as a clearinghouse for user issues, questions, concerns, and works proactively in addressing such issues for riders;
7. Assists the Director of Public Transit with the organization and monitoring of the budget for the Division of Public Transit; reviews budget projection figures including fuel and maintenance costs; monitors revenues and expenditures and adjusts budget costs accordingly throughout the year;
8. Assists the Director in seeking out grants for public transit funding in coordination with the Grants Program Coordinator;
9. Assists the Director in the preparation and submission of required federal and state grant applications and reports; implements the development and maintenance of a comprehensive data collection and analysis program to be used to analyze transit programs services and projected needs;
10. Oversees personnel management, including ensuring proper daily staffing, investigating possible disciplinary incidents, and enforcing departmental and County policies and procedures; assists with developing, revising and implementing policies and procedures as necessary;



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11. Responsible for full compliance with all Department of Transportation, Department of Motor Vehicles, Federal Drug and Alcohol Laws and all other Federal and State agency regulations applicable to Public Transit and ensures that all employees adhere to bus operation safety guidelines and meet all appropriate training license and training requirements;
12. Assists the Director in the development of an on-going marketing program. Works with the Dutchess County Communications department to enhance transit ridership and provide information to existing and potential passengers;
13. Assists the Director in monitoring transit programs for effectiveness; identifies gaps in services and evaluates proposed needs for services; suggests how resources will be allocated to provide for the most effective and cost-efficient provision of transit services;
14. May act as a liaison with other agencies and private carriers in planning the delivery of service to residents;
15. May act as County liaison to regional transit agencies and with municipal and private agencies to represent the department and County in the area of mass transit; serves on various interagency and community committees;
16. Assists the Director in oversight of the maintenance of all vehicles, buildings, and any other real or personal property relating to the Dutchess County Public Transit in conjunction with the Garage Superintendent.
17. Makes recommendations to the Director for the appointment and removal of staff.

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

Thorough knowledge of the principles and practices governing public transportation programs;  
Thorough knowledge of the Federal and New York State laws, rules and safety regulations as they pertain to the operation of public transit buses;  
Basic knowledge of public administration policies and procedures related to budgeting, grant procurement and maintenance and directing personnel;  
Thorough knowledge of the geography of the County; Ability to plan and supervise the work of professional and support staff;  
Ability to supervise a fixed-route and demand response transit system;  
Ability to utilize a variety of computerized systems and records;  
Ability to analyze information and data and prepare narrative and statistical reports;  
Ability to communicate effectively both orally and in writing;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's Degree in Business Administration, Public Administration, Planning or a closely related field and three (3) years of experience in the administration or coordination of a public, commercial or school bus transportation system;
- OR: (B) Associate's Degree in Business Administration, Public Administration, Planning or a closely related field and five (5) years of qualifying work experience as described in (A) above;



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- OR: (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of qualifying work experience as described in (A) above;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) (B) and (C) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Appointing authority may require an appropriate driver license to operate a motor vehicle in New York State at time of appointment and to maintain position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT/GRADE: MGMT / ME</b>		<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>	
<b>EEO Category: Professionals</b>	<b>FLSA Code: Exempt</b>	<b>WC Code: 8810 - Clerical</b>	<b>NYSLRS Job Code: 03600E</b>
<b>REVISION HISTORY: 05/01/22 12/6/23</b>			