

## GENESEE COUNTY

### TRANSPORTATION COORDINATOR - HEALTH DEPARTMENT

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for planning and coordinating of a safe, efficient and economical system for the transportation of the Early Intervention and Pre-K transportation services with Genesee, Livingston and Orleans Counties. This requires excellent communication skills, both orally and written, and the ability to use software programs and applications. Work is performed under the general supervision of the Director-Children with Special Needs. The incumbent performs related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Coordinate shared services for Early Intervention and Pre-K transportation services with other counties;

Utilizing Routing software to determine student pick-up points and bus turn-around locations and maintain maps indicating these points on the routes;

Continually, preparing and updating bus schedules for daily routes as children are added to the routes or any changes to existing routes need to be made;

Assists with annual development of the (\$2,200,000) EI and PreK transportation budget line;

Analyze routes, to determine the most time and cost efficient schedules;

Communicate with other counties, schools, and transportation companies to maximize ride sharing opportunities;

Supervise, train and aid in the recruiting of all transportation personnel;

Makes recommendations to the Health Department leadership to minimize EI and PreK transportation costs;

Coordinate the transportation services purchasing needs with the accounting office;

May assist in the preparation of State Aid transportation reports;

Assure that all State laws, rules and regulations are followed with regards to safety standards, and provide all necessary reports as required;

Performs on site visits to transportation companies for safety and maintenance standards checks;

Handle all communications between parents/guardians, the bus company and counties and responds to all transportation and program provider related complaints;

Ensure all paperwork pertaining to transportation is completed by parent/guardian;

Develop and promote parental transportation program aimed at reducing county costs;

Collaborates with busing transportation providers to ensure all safety protocols are followed;

Prepare monthly invoices for counties and verify against attendance sheets provided by transporters and program providers;

Review all invoices and reports provided by transportation companies for accuracy;

Attend appropriate committee and staff meetings;

Work with Purchasing Dept. in each county to develop bid proposals utilizing data collected and knowledge of transportation costs.

The above examples of duties are intended only as illustrations of the various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Excellent knowledge of office terminology, procedures and equipment; good knowledge of principals, practices, laws and regulations involved in public transportation and bus safety; ability to prepare reports; good knowledge of Business, Arithmetic and English; ability to type accurately at a satisfactory rate of speed; ability to understand and carry out complex oral and written directions; ability to analyze data and apply to work activities; ability to establish effective working relationships with others; ability to effectively use software applications such as transportation software, Microsoft Office (i.e. Excel, Word, PowerPoint, Outlook, etc.); ability to plan, coordinate and supervise a variety of related activities; ability to communicate effectively both orally and in writing; ability to independently carry out complex tasks, both completely and accurately; ability to assess the situation and respond appropriately; dependability; reliability; initiative; ability to perform in a reasonable manner the essential functions of this position; determined interest in maintaining a high standard of professional ethics; superior judgment; emotional stability; firmness; patience; tact and courtesy; integrity.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher;

**OR:**

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- B.** Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree **AND** two (2) years full-time, paid (or the equivalent part-time) experience in Accounting, Business Administration, Transportation or closely related field.

**Note:** Your degree must have been awarded by a college or university accredited by the regional, national, or specialized agency recognized as an accredited agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by and educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 3/9/22

Revised 4/18/2022, 9/25/2023