

**ADMINISTRATIVE AIDE (CHQ TRANSIT)**  
**CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES**  
**SALARY RANGE: \$22.94 - \$29.52/HOUR + BENEFITS**

The Chautauqua County Department of Public Facilities, CHQ Transit division is seeking qualified applicants for the position of Administrative Aide (CHQ Transit) at their Dunkirk location. This position is full-time at 40 hours per week plus benefits. This is an important front-line supervisory position at the Chautauqua Area Regional Transportation System (CHQ Transit). An Administrative Aide (CHQ Transit) supervises assigned areas of bus transportation functions including assigning work and overseeing operations/driving staff. This position is also trained, certified and assigned as a secondary staff member in support of mandated functions to maintain Bus Driver requirements as required by Article 19-A of New York State's Vehicle and Traffic Law (Article 19-A). Work is performed by a defined set of procedures with some leeway in determining the order of procedures and priority of tasks. Work performed is under the general supervision of a CHQ Transit supervisor of higher rank. Does related work as required.

**Typical Work Activities:**

- Schedules bus drivers, assigns duties and assures adequate staffing for assigned bus routes;
- Balances, reconciles and deposits funds from assigned bus fare collection boxes;
- Performs ride consolidation tasks using a computer software system;
- Supervises the daily activities of bus drivers for assigned routes; coordinates activities with other front-line CHQ Transit supervisors;
- Updates bus maintenance and supply inventory data using a computer software program;
- Coordinates bus maintenance and repairs with mechanic staff;
- Assists in scheduling and presenting mandatory trainings;
- Process incoming mail
- Assists the Chautauqua County Mobility Manager with north county CHQ Transit presentations and travel training;
- Performs incidental office and clerical functions;
- Prepares correspondence and performs related administrative work as required.

**When Assigned to 19-A Functions:**

- Assists the CHQ Transit 19-A Function Supervisor in driver training, driver safety checks and general compliance with bus driver requirements under Article 19-A.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination scheduled at a later date.

**Chautauqua County offers a comprehensive benefits package which includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Flex Spending Account                                   | - Personal Days             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma **PLUS** two years of experience in the \*operations support of passenger bus transportation system, which must have included or been supplemented by one year of experience in supervision of staff and/or business operations.

**Additional Requirements:** **ALL** of the following must be received and maintained while in service in this classification:

- A. Possession at time of appointment of a New York State /Class D Operator's License.
- B. Possession within 6 months of appointment or before completion of probationary period, whichever is sooner, of a valid NYS Class A, B, or C CDL with "P" endorsement.
- C. Possession within 12 months of appointment of a:
  - National Safety Council "Coaching the Van Driver" and "Coaching the Bus Driver" or similar course, and
  - Certification to teach "Passenger Assistance and Sensitivity" course, and
  - Bus Accident Investigation (BAITFISH) certification, and
- D. Possession within 36 months of appointment of a:
  - NYSDMV Article 19-A certified Examiner certification, and
  - "Transit Bus Instructor" or similar status.

\*Operations support of passenger bus transportation systems includes activities such as scheduling riders, dispatching, operating a bus on passenger routes and other tasks that execute the delivery of transportation services that are above basic clerical support.