

Project Coordinator (CHQ Transit)
Chautauqua County Department of Public Facilities
Salary: \$28.50 - \$37.44/hour + Benefits

The Chautauqua County Department of Public Facilities is looking for qualified applicants to fill one (1) full-time Project Coordinator (CHQ Transit) position to work out of the Jamestown CARTS office. A Project Coordinator (CHQ Transit) involves participation in efforts of the Chautauqua County Dept. of Public Facilities to operate a safe and efficient public rural transportation system within the county. The work involves contact with public and private organizations involved in transportation issues and community services. Personal contact is made with representatives to explain pertinent information relevant to making decisions on future actions. The work is performed under the direct supervision of the Senior Project Coordinator (Transportation) with administrative oversight provided by the Director of Public Facilities, with considerable leeway for independence within this framework. Supervision is exercised over the operational and clerical staff at the CHQ Transit division. Does related work as required.

Typical Work Activities:

- Supervises the CHQ Transit Office;
- Assists coordination of data for grant applications to assist in the continuation or expansion of transportation services;
- Participates in transportation conferences and committee meetings to further coordinate transportation in the county;
- Responsible for coordination and oversight of the Drug and Alcohol Program Manager (DAPM) Program;
- Responsible for the onboarding and training of new Bus Drivers and office staff as required;
- Performs Human Resources Liaison duties for the division in coordination with the County Human Resources Department;
- Prepares reports, press releases and other information as needed;
- Reviews and develops operational procedures (driver training, safety procedures, etc.);
- Reviews and analyzes cost and revenue data and takes necessary action;
- Assists in preparation of the annual budget and monitors the budget on a monthly basis throughout the year;
- Interfaces with State and Local officials regarding transportation issues at the request of the Senior Project Coordinator;
- Takes responsibility for correctly following reimbursement procedures (NYS section 18 and 18-b funds), and Federal Transit Administration (FTA) funding;
- Promotes the CHQ Transit transportation program including making public presentations;
- Develops service and fare policy alternatives for consideration by the DPF Director and/or County Executive;
- Negotiates transportation contracts with various agencies and County departments;
- Takes responsibility for the on-going coordination of County transportation;
- Takes responsibility for preparation of annual safety reports for the NYS Safety Board and all other necessary State reports pertaining to funding;
- Liaison for Worker's Compensation Claims within the Division;
- Disciplines staff and drivers as necessary.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

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 |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications:

Promotional – FOR CURRENT CHAUTAUQUA COUNTY EMPLOYEES ONLY – Candidates must be currently permanent in the title of Resource Assistant (CHQ Transit) within the department of Public Facilities and held such qualifying title for three (3) years at the time of application **and** appointment.

Open Competitive – ALL OTHER APPLICANTS - Graduation from high school or possession of a high school equivalency diploma, **and**:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public administration, business administration or a related field and two (2) years of experience in the administration of public transportation or in the coordination of maintenance for a fleet of vehicles or heavy equipment; OR

- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public administration, business administration or a related field and three (3) years of experience as stated in A above; OR
- C. Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university leading to an Associate's degree or Bachelor's degree in public administration, business administration or a related field and three (3) years of experience as stated in A above; OR
- D. Four (4) years of experience as stated in A above.

Additional Requirement: Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.