

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Chief Transportation Officer

SALARY: \$77,792.00 Hire Rate, \$84,468.80 Work rate

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 01/10/23

THE FINAL DATE TO FILE APPLICATIONS: 01/30/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/31/23

RESIDENCY WAIVED

Please submit a Cover Letter and Resume

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a master's degree **AND** five (5) years of professional experience related to transportation or other relevant planning fields, including management of complex grants and contracts; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree **AND** seven (7) years of professional experience related to transportation or other relevant planning fields, including management of complex grants and contracts; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b), above.

SPECIAL REQUIREMENT:

Candidate chosen for employment must possess a valid New York State driver's license within 30 days of appointment and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for leading planning for community mobility programs and managing the County's administration of public transportation grant programs.

The Chief Transportation Officer is the primary point of contact with Federal Transit Administration Region 2 (FTA) and New York State Dept. of Transportation Public Transportation Bureau (NYSDOT) staff. As Tompkins County is a Recipient of FTA and NYSDOT funding, the incumbent is responsible for the compliance of the County, the County's subrecipients' (Tompkins Consolidated Area Transit, Inc. and Gadabout Transportation Services, Inc.) and contractors with all applicable federal and state regulations and especially as required in the FTA Triennial Review. As such, the Chief Transportation Planner supervises assigned program staff, and works with other County staff to ensure the County's compliance system is fully functional. The position will also identify and lead pursuit of relevant grant funding opportunities while serving as the primary contact for information regarding County transportation and mobility initiatives.

Working from the context of broadly stated policies and guidelines, the Chief Transportation Planner creates programs, methods, and policies to address transportation issues in Tompkins County. The Chief Transportation Planner evaluates community needs and identifies unserved demand for affordable mobility services and works collaboratively with mobility partners to address them. The incumbent is responsible for recommending allocations of Federal funding for transit operating and capital budgets and related projects to the Ithaca-Tompkins County Transportation Council (ITCTC) and the Tompkins County Legislature; administering state and federal grant programs; and coordinating transportation planning of mobility services and mobility management. The incumbent is responsible for coordinating transportation planning and project development with local governments, County departments, and state and federal agencies.

This position will interact with both County staff and elected leadership, technical consultants and community members. The work is performed under general direction of the Commissioner of Planning and Sustainability with a high level of autonomy and independent judgment required to carry out the work. Direct supervision is exercised professional staff, including planners and other support staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Leads the County's transportation, transit and mobility efforts, including planning for services and implementing policies and procedures and oversight to safeguard the County's standing as the recipient of state and federal funding;
- Provides expert guidance and support to County leadership and staff, and key partner agencies, such as the Tompkins Consolidated Area Transit (TCAT), in the efficient and effective use of state and federal funding for transportation, transit and other mobility efforts;
- Develops, drafts, and recommends policies and procedures related to County transportation initiatives, and assesses and analyzes existing policies and procedures to identify improvements that would better align them with the County's transportation goals and commitments;
- Is responsible for addressing all Triennial Reviews by FTA, audits by NYSDOT, and/or an outside Auditors;
- Provides oversight for all agreements, contracts and amendments between Tompkins County, subrecipients, third-party contractors, local jurisdictions or consultants for projects and project development activities.
- Works with County Departments, human service agencies, local governments and other community partners to evaluate public transportation, community mobility services, and related public information services and to prepare mobility management plans including strategies for ridesharing, parking policies, transit incentives, volunteer transportation, transportation access to healthcare, and information & customer support services;
- Develops short- and long-term plans for the organization, capital and operations of countywide transportation services with partners from the City of Ithaca, Cornell University, TCAT, ITCTC, other agencies;
- Manages the Special Community Mobility Program solicitation for projects, award by the ITCTC, and annual service agreements with the County.
- Provides program management for public transportation infrastructure projects by coordinating project development of local, state, and federal agencies with consultants and by facilitating agreements for funding and operation;
- Conducts research and prepares reports and memoranda, including analyses, tables etc., with emphasis on innovative mobility solutions, demographic and socioeconomic information, social equity analysis, legal issues, state and federal regulations and compliance, transportation planning and regulation, cost/benefit analysis, and energy planning;
- Prepares and submits all required state and federal applications and reports for transit operating assistance;
- Reviews record of payments to vendors and record of state and federal aid received to ensure compliance with regulatory requirements and works with vendors to rectify any discrepancies;
- Reviews transportation and mobility management providers' annual reports and provides guidance to providers on any needed changes to programming or reporting to ensure compliance with regulatory requirements;
- Implements grant-funded activities and manages grant funds and contracts;

- Writes contracts and conducts procurements for transportation and mobility management activities in collaboration with County Departments, human service agencies, local governments, transportation services providers, and other community partners;
- Prepares requests for proposals for new transportation services;
- Prepares capital equipment specifications for bid;
- Serves as a contact person for the Department of Planning and Sustainability by responding to requests for information and complaints about problems from the public, community organizations, and County and municipal government officials;
- Acts as liaison with NYS Department of Transportation and the FTA to make required reports, manage grant programs, and rectify any issues that are identified to ensure compliance with regulatory requirements;
- Recommends allocations of state and federal funding between the County and subrecipients
- Prepares and presents Transportation Improvement Plan (TIP) amendments for FTA-funded projects to the ITCTC
- Facilitates collaboration among mobility managers in other counties to improve regional mobility services

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent ability to demonstrate initiative as a self-starter exercising high autonomy and independent as well as critical thinking to provide informed recommendations for advancing County transportation goals;
- Excellent project management skills with strong organizational abilities and attention to detail;
- Thorough knowledge of principles, concepts, trends, regulations, current best practices and innovative solutions related to transportation planning, transit and mobility management;
- Excellent computer skills that at a minimum include presentation software, Microsoft Excel, PowerPoint and Word, and ability to learn new software as needed;
- Capable of critical thinking to provide informed recommendations to advance County transportation goals;
- Experience and a working understanding of the effective methods of moving people from origins to destinations in the most effective, efficient and sustainable way;
- Strong creative problem-solving skills and knowledge of research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;
- Excellent written and verbal communication skills to work effectively with department staff, committee chairs, technical consultants, partner agencies, and elected officials;
- Ability to build good working relationships with others, particularly with state and federal grant subrecipients and within County departments, to coordinate efforts and move actions forward;
- Good knowledge of public transportation services in Tompkins County;
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.
- Adept at implementing and achieving solutions that are driven by data and lead to measurable outcomes;
- Good knowledge of group facilitation skills to gather public comment at meetings and a commitment to inclusive and equitable public outreach and engagement;
- Working knowledge of governmental decision-making processes;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently with a high level of autonomy and independent judgement, as well as in a team environment, as needed;
- Ability to manage capital program, departmental, and grant resources on a project or programmatic basis;
- Ability to travel, as required to fulfill the demands of the position amongst Tompkins County facilities;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled

environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. There may be minimal exposure to disagreeable conditions. The employee may at times be asked to drive to get to other County facilities, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. If an individual has limitations, the employee has the right to request reasonable accommodations in accordance with the ADA and as amended.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850