

TRANSPORTATION SERVICES PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The Transportation Services Planner is responsible for planning, organizing, and overseeing transportation services for programs administered by the Cattaraugus County Aging and Youth Services Department. Duties are typically performed under the general supervision of the Deputy Director of Aging & Youth Services or a higher-level position with allowance made for the use of independent judgement in carrying out the duties of the position. Direct supervision may be exercised over lower level clerical positions. A Transportation Services Planner does related work as required.

TYPICAL WORK ACTIVITIES:

- Develop and manage transportation routes and schedules for Youth Programs as well as Personal Care Aide home visits;
- Analyzes transportation needs of the Department and Children with Special Needs program;
- Conducts cost analysis of transportation contracts and assists with budget planning;
- Collaborates with School Districts regarding contract formulation, invoicing, attendance tracking and recruitment of school district transportation services;
- Maintains accurate database of transportation activities;
- Reviews mileage and activity sheets for accuracy and approval;
- Prepares and maintains daily and cumulative records and reports of mileage, pupils transported, operational cost, maintenance inspections and other records as may be required by the Department of Transportation;
- Ensures program is carried out in accordance with applicable procedures, laws, and regulations;
- Makes recommendations to improve the operation of the transportation program;
- May be required to perform a variety of clerical duties to assist with the overall operation of the Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the road and highway system in Cattaraugus County; good knowledge of the locations of community agencies, health care facilities, and school districts in the County; ability to communicate effectively with and relate to the needs and interests of elderly persons and the youth; ability to plan, schedule, and supervise the work of subordinates; ability to prepare and maintain operational records and reports; ability to establish and maintain cooperative relationships with others; sound judgement; initiative; dependability; clerical aptitude; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A) Possession of a bachelor's degree in social science, business or closely related field;

OR

B) Possession of an associate degree in social science, business or a closely related field and two years of clerical experience which must have included transportation coordination and/or scheduling;

OR

C) Four (4) years of clerical experience which must have included transportation coordination and/or scheduling.

SPECIAL REQUIREMENT: At time of hire, must possess and maintain a valid State issued driver license and use of a privately-owned and reliable motor vehicle.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside 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 New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 08/29/2025