

Essex County Announces

An anticipated vacancy for a TRANSPORTATION COORDINATOR

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
www.co.essex.ny.us/jobs.asp

VACANCY: ESSEX COUNTY DEPARTMENT OF PUBLIC WORKS
SALARY: \$27.34/HR (Hired PRIOR 2009); \$24.60/HR (Hired AFTER 2009)

DISTINGUISHING FEATURES OF THE CLASS: Performs difficult and complex administrative duties related to transportation system development, coordination and analysis. The work involves responsibility for the supervision and performance of a variety of public transportation business functions, which include budgeting, accounting, finance, grant writing and office management. This is a professional administrative position in the Department of Public Works, involving the responsibility for overseeing and coordinating projects. The incumbent will be expected to work independently in the absence of other Administrative Staff. The work involves considerable contact with public officials, private business owners, the public, professional and civic organizations, and other interested social/community groups dependent upon the size of the agency with an ability to promote cooperation and positive relationships that foster the development of transportation services. General supervision may be exercised over the work of several professional and non-professional employees within county government. The incumbent of this position does related work as required.

MINIMUM QUALIFICATIONS: **Either:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, transportation planning, civil engineering, transportation engineering or closely related field and one year of grant administration, accounting or office management experience; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in economics, geography, government, public administration, statistics or closely related field and two years of grant administration, accounting or office management experience; OR
- C) Graduation from a regionally accredited or New York State registered college or university with an Associates' Degree in planning, transportation planning, civil engineering, transportation engineering or closely related field and four years of grant administration, accounting or office management experience; OR
- D) Graduation from high school or possession of a high school equivalency diploma and five years experience in accounting or office management including one year of grant administration; OR
- E) An equivalent combination of training and experience as defined by the limits of A), B), C) and D) above.

NOTE: Education beyond a Bachelor's Degree in a specified field may be substituted for experience on a year for year basis.

LAST DATE TO FILE FOR PROVISIONAL APPOINTMENT IS
DECEMBER 10th, 2018

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION.

PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE POSITION.

11/28/18