

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATIONS**

CLASS TITLE: Transportation Program Assistant

TITLE #: 1706

DISTINGUISHING FEATURES: This work involves responsibility for management of the daily operations of a municipal Dial-A-Bus program including detailed record keeping, daily receipts, and scheduling of drivers and routes. Work is performed under the direct supervision of the Town Supervisor with leeway to exercise independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares daily cash receipts for deposit and maintains accounts receivable ledger;

Maintains all required data for reporting purposes for Federal, State and County governments;

Maintains Dial-A-Bus files including but not limited to daily driver's log, fuel consumption, passenger data, and driver hours;

Schedules annual DOT examinations for drivers and ensures 19A certification compliance;

Coordinates and schedules bus drivers to cover bus routes;

Receives request for Dial-A-Bus service from the public and arranges routes and pick-up and drop-off of passengers in accordance with both time requirements and efficient travel distance;

Attends meetings and conferences as required and performs routine clerical tasks;

May supervise bus drivers and function as office manager;

May participate in purchasing vehicles, arranging vehicle inspections, repairs and maintenance, ordering parts and supplies;

May arrange for chartered use of Dial-A-Bus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the geographical area of responsibility; working knowledge of modern methods of keeping financial accounts and records; working knowledge of maintaining statistical data; working knowledge of office terminology, procedures, and equipment; ability to follow oral and written instructions; ability to speak clearly; ability to deal with the general public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience.

JURISDICTIONAL CLASSIFICATION: Competitive