

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 2106000

Executive Director New York Metropolitan Transportation Council, M-6

Brief Description of Class

The Executive Director New York Metropolitan Transportation Council coordinates and oversees all transportation research and development activities conducted by New York Metropolitan Transportation Council (NYMTC), including management of funding resources.

This title is classified only in the Department of Transportation.

Distinguishing Characteristics

Executive Director New York Metropolitan Transportation Council: non-competitive, one-position class; oversees a consortium of local, state, and federal transportation agencies charged with developing quality solutions to transportation and traffic flow issues in the New York City Metropolitan area.

Illustrative Tasks

Oversees NYMTC, the State's largest Metropolitan Planning organization.

Carries out the NYMTC's Program, Finance and Administration Committee (PFAC) work program, overseeing the day-to-day management of all major program activities.

- Ensures that the operation is in full compliance with all applicable federal, state, and local laws and regulations.
- Confirms that policies are uniformly and consistently applied and that goals and objectives are achieved
- Ensures that all activities are eligible for reimbursement and that all matching requirements are met.

Minimum Qualifications

Non-competitive: a Master's degree in Transportation Planning, Urban Planning, Land Use Planning, Architecture, Landscape Architecture, Public Administration, Business Administration, or related fields; and eight years of experience in the design and/or accomplishment of transportation studies or analyses, which must include responsibility for administration of contracts and/or grants, and technical review and analysis or proposed contract and engineering agreements, four years of this experience must have been at a managerial level.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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