

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

Classification Standard

**Occ. Code 2107850**

**Assistant Director Metropolitan Transportation Planning and Analysis, M-4**

Brief Description of Class

The Assistant Director of Metropolitan Transportation Planning and Analysis directs activities for multiple bureaus within the New York Metropolitan Transportation Council (NYMTC) Central Office.

This title is classified only in the Department of Transportation.

Distinguishing Characteristics

*Assistant Director Metropolitan Transportation Planning and Analysis*: one-position class; assists in overseeing the operations and activities of the NYMTC; ensures the completion of federally required agency activities.

Illustrative Tasks

Provides strategic oversight and guidance in the supervision, training, and management of staff in the processes, policies, and practices necessary to support development and implementation of required planning products and analyses.

Leads and facilitates collaboration and coordination among NYMTC staff, member agencies, and stakeholders to ensure development of planning products, analyses, and studies in accordance with federal and state regulations and guidelines.

Prepares, executes, and monitors annual work plan, which addresses operational needs.

Leads and provides strategic direction, guidance, and comments on reports, products, and deliverables, including supervising the quality assurance and quality control of information and data.

Determines need and manages and coordinates the competitive solicitation, review, and evaluation of project proposals under specific federal funding programs.

Manages internal controls and risks associated with the development and application of data necessary to produce planning products.

Oversees and informs the allocation of resources, including in-house staff, contractors, systems, programs, and consultant contracts.

Organizes, facilitates, or serves on committees or working groups, and directs and manages the preparation of related draft correspondence and other written materials such as reports and presentations.

Reviews process, identifies opportunities for enhancements, and implements efficiencies and improvements.

#### Minimum Qualifications

Promotion: one year of service in a management title allocated at Grade 27/M-2, or higher.

**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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