

SENIOR EXECUTIVE DIRECTOR FOR STUDENT TRANSPORTATION (DOE)

General Statement of Duties and Responsibilities

This is a management class of positions with various assignment levels. All personnel perform related work.

Under the executive direction of the Chief School Operations Officer, with extensive latitude for the exercise of independent initiative and judgment, is responsible for overseeing the Office of Pupil Transportation in providing students with safe, reliable transportation each day. This role establishes protocols in alignment with the Chancellor's philosophy and drives the research and development of improved methods of delivery, safety, and business practices for transportation services.

Examples of Typical Tasks

Directs the Office of Pupil Transportation. Drives the research and development of improved methods of delivery, safety, and business practices for transportation services.

Administers the implementation and maintenance of quality controls systems in all operational facets, concentrating on the highly complex customer service center and contract management.

Develops and implements the DOE's transportation contracts strategy.

Directs the resolution of extraordinary problems related to contract violations. Coordinates resolution to violations to ensure the safety of NYC students.

Collaborates and creates partnerships to promote the highest level of services for the students of New York City.

Provides executive leadership inclusive of the overarching goals of student transportation. Facilitates the use of technology as a tool for strategy planning and enhancements to transportation services.

Leverages talents and abilities of senior directors and managers to solve longstanding problems.

Oversees the design and implementation of the DOE's student transportation improvement strategy, including new technology tools for bus companies, schools, and families.

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(continued)

Examples of Typical Tasks (continued)

Advises the Chief School Operations Officer on matters relating to the provision of transportation services to students of New York City, providing advice and perspective on matters affecting pupil transportation policy for the New York City public schools.

Sets operating standards for the Office of Pupil Transportation.

Fosters effective relationships with internal and external stakeholders.

Serves as a resource for local, state, and federal government agencies regarding pupil transportation services.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university in public administration, business administration, education administration, personnel administration, management or a related field and four years of satisfactory, responsible, full-time experience in any of the above areas or in another area of specialization applicable to the position, at least 18 months of which must have been in an administrative, consultative, managerial or executive capacity; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must possess the 18 months of administrative, consultative, managerial or executive experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.