Civil Service Title: Administrative Transportation Coordinator	**Level: M-I**
Title Code No: 10061	**Salary: $54,643 / $58,926 - $150,371** **Frequency: Annual**
Business Title: Administrative Transportation Coordinator M-I	**Work Location: 34-02 Queens Boulevard** **Long Island City, New York 11101**
Division/Work Unit: Traffic Operations / Signals & ITS Engineering	**Number of Positions: 1**
Job ID #:282746	**Hours/Shift: 35 Hours / Shift To Be Determined**

Job Description:

The candidate will be responsible for the management, programing and implementation of a number of Transit Signal Priority (TSP) corridors totaling over $5 Million. These TSP corridors are part of the federal grant for the Select Bus Services (SBS) projects. The candidate will start working on existing and new TSP corridors such as South Bronx Crosstown (BX6), South Brooklyn, Crosstown (B82), Merrick Boulevard (Q5) in Queens and Woodhaven Boulevard in Queens. The candidate will also be working and managing the next 12 planned SBS/TSP corridors (estimate over $6-8 Million) in the City. The candidate will be accountable for all software programing and modeling for these projects. Must be fluent in Synchro, VISSIM and Aimsun programs. All input, analysis and calibration of the results delivered from the models will be the candidate's responsibility. The candidate will need to conduct Aimsun or VISSIM traffic modeling and simulate the anticipated traffic operations to visualize and quantify traffic operations and investigate various TSP control strategies before recommending the most beneficial scheme. The candidate will be reporting to the Chief of TSP/ITS Engineering and providing assistance related to TSP projects, traffic signal approvals, traffic signal design and installation. The candidate will also be assisting in a number of Vision Zero initiatives. Synchro and Aimsun model runs will be conducted simulating the proposed recommendations and evaluating the various signal coordination and progression sequences along the studied corridors. Performs and reviews Signal Warrant, Highway Capacity Analysis, and Traffic Impact Studies. The candidate may need to resolve problems that arise in meeting schedules and costs. The candidate will also be working with the University Transportation Research Center (UTRC) on a Vision Zero initiative related to Pedestrian and Cyclists Safety project using ITS Technology in NYC. Will perform simulation runs on ITS-based countermeasures for reducing pedestrian injuries, conflicts and fatalities. Maintains a management information system to provide data for the planning and control for project development. Oversees the consultant selection and contracting process, and manages these contracts. May incidentally perform duties of subordinates. Corresponds with the Consultants and other Agencies.

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college and five years of satisfactory, full-time experience in traffic flow theory; highway capacity analysis; traffic accident analysis; traffic studies; urban transportation planning; geometric design of roadways; planning and design of parking facilities, traffic signs and markings, or traffic signals; citywide traffic surveillance and control; traffic engineering administration; or an acceptable related field. This experience must have included two years in an administrative capacity, managing engineering and technical personnel or a large operations staff; at least two years of the above experience must have been acquired in the United States or
2. A two-year master's of science or engineering degree (equivalent to 60 graduate credits) in transportation planning, traffic engineering, or a related area from an accredited college and three years of satisfactory full-time experience as described in "1" above, including two years in an administrative capacity, managing engineering and technical personnel, or a large operations staff; at least two years of the above must have been acquired in the United States; or
3. Education and/or experience equivalent to "1' or "2" above. However, all candidates must have at least two years of experience in an administrative capacity, managing engineering and technical personnel, or a large operations staff; at least two years of the required experience must have been acquired in the United States.

Preferred Skills:

Must have good oral and writing skills. Must have strong computer knowledge of Microsoft Word, Excel, PowerPoint; and Synchro, SIDRA, Aimsun and VISSIM Applications, Highway Capacity Software (HCS). Must also be able to create drawings in AutoCAD.

Residency Requirement:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

All resumes are to be submitted electronically using one of the following methods:

1) **Please go to www.nyc.gov/careers/search and search for the JOB ID #:282746:**
2) **Current employees please log on into Employee Self Service at https://hrb.nycaps.nycnet and follow the Careers Link for JOB ID #:282746:**

No phone calls, faxes or personal inquiries permitted.

Only applicants under consideration will be contacted.

Most public libraries have computers available for use.

Note: **New hires must reside in NYC for the first two years of employment.**
Appointments are subject to OMB approval.

For more information about DOT, visit us at: **www.nyc.gov/dot**.

Posting Date: 02/28/2017	**Post Until: Filled**

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