



Assistant Director of Public Transit
Dutchess County Department of Public Works – Public Transit
Salary Range: \$80,195 - \$98,390

This is a provisional position in the Dutchess County Department of Public Works – Public Transit. This is an administrative and managerial position with primary responsibility for assisting the Director of Public Transit with the operation of the Dutchess County Public Transit bus system. The work involves assisting in oversight of the operation of County-owned Public Transit assets and the coordination of both fixed route and demand response bus services in the County. The incumbent assists in the oversight of the safe and efficient operation of a fleet of buses as well as the efficient administration of the public transportation system. The incumbent assists in monitoring and coordinating vendor contracts to ensure services are provided. Work is performed under the general direction of the Director of Public Transit. This position involves travel in the County to be familiar with the bus routes and proposed needs and travel outside of the County for conferences, training, etc. Evening work and other than normal work schedules can be expected in this position, as the incumbent may need to cover after hours emergencies as related to Public Transit.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's Degree in Business Administration, Public Administration, Planning or a closely related field and three (3) years of experience in the administration or coordination of a public, commercial or school bus transportation system;
- OR: (B) Associate's Degree in Business Administration, Public Administration, Planning or a closely related field and five (5) years of qualifying work experience as described in (A) above;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of qualifying work experience as described in (A) above;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application and to maintain position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 8/6/25.

An EEO/AA Employer

Posted: 7/23/25