DIRECTOR OF TRANSPORTATION

DEFINITION

Under administrative direction to plan, organize, direct, and coordinate a comprehensive public transportation and vehicle maintenance program including public transit, transportation planning, vehicle maintenance, and central stores; to develop and administer Department capital improvement budget; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is the Department Head position for overseeing the City's public transportation and vehicle maintenance functions. All Department work is directed and coordinated by this position.

EXAMPLES OF DUTIES

Plans, organizes, directs, and coordinates a comprehensive public transit and vehicle maintenance program including public transit, transportation planning, vehicle maintenance, and central stores; develops and implements Department capital improvement budget; provide technical staff support, information, and assistance to the City Council, City Administrator, and Department heads concerning public transit, transportation planning and vehicle maintenance proposals and programs; coordinates the efforts of the various Department divisions; confers with and advises supervisory assistants on problems relating to the planning and operation of public transit and related operations, the interpretation and enforcement of Federal and State transportation and transit laws, and the design and operation of transit systems; confers with other departments and governmental agencies regarding proposed or existing public transit projects or problems; confers with the City Administrator on policies, programs, procedures, and long-range capital improvement programs; supervises the maintenance of records, official documents, and files relating to department operations; directs the preparation of reports and correspondence; directs formulation of a long-term program of public transit improvements; plans, coordinates, and reports on the maintenance and repair of City vehicles; directs the construction, maintenance, repair of equipment maintenance facilities and other transit-related facilities and equipment; prepares project, program, and case reports as required; prepares annual budget estimates and justification for transportation and vehicle maintenance activities; prepares talks, correspondence, and reports on the City's

DIRECTOR OF TRANSPORTATION

EXAMPLES OF DUTIES - (Cont.)

transit-related activities; reviews plans, engineering reports, budget estimates, and proposed ordinances and regulations submitted by division heads; determines major policies, plans long-term programs and makes technical decisions; advises on the acceptance of bids received on transit-related projects; recommends changes in the basic structure and staffing complement; administers the training and evaluation programs of personnel; resolves difficult administrative and transportation and maintenance problems; reviews and evaluates division performance and budget expenditures.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of transportation planning as applied to the field of municipal public transit, including planning, developing, designing, constructing, operating, and maintaining a variety of equipment maintenance facilities.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting public transportation.
- Technical, legal, financial, and public relations problems involved in the conduct of a municipal public transit program.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public transit and public works facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of automotive and heavy equipment.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

DIRECTOR OF TRANSPORTATION

EMPLOYMENT STANDARDS - (cont.)

Ability to:

- Plan, organize, coordinate, and direct the City's public transit and vehicle maintenance activities.
- Provide supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate Department policies and procedures affecting provision of a comprehensive public transportation and vehicle maintenance program.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Serve as an advisor to the City Council, City Administrator, and other boards and commissions.
- Prepare and administer departmental budget and fiscal controls.
- Research, collect, and analyze information related to transportation and vehicle maintenance.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Transportation Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in public or business administration, industrial engineering, or closely related field. A Master's degree desirable.

Work Background: Five years of progressively responsible and varied professional experience in public transit programs involving the management and operation of a variety of public transit programs, including three years in a management, supervisory, or administrative position.