

## TRANSPORTATION DEPARTMENT DIRECTOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Transportation Department Director performs highly-responsible administrative and supervisory work in planning, organizing, directing, and promoting activities of the Transportation Department including traffic engineering, transportation planning, and field operations. Duties include: overseeing the preparation of the Transportation budget and related capital expenditures; overseeing the long-range Transportation Plan and its implementation; serving as an advisor to the City Council, City management, the public, and other City departments; coordinating with other cities on regional issues; coordinating with the City Engineering Department on the implementation of the Streets Capital Improvement Program; developing and implementing all components of the department strategic plan; and acting as a technical advisor for citizen advisory groups such as the Transportation Advisory Board. Duties also include: ensuring that sound engineering principles and techniques are used to develop solutions for traffic problems; initiating and developing long-range traffic and street planning; and acting as a liaison with other jurisdictions, agencies, the Police Department, developers, and the general public for traffic and street maintenance issues and improvements. The Transportation Department Director will represent and promote positive relations between other City Departments, public jurisdictions, and agencies. The Transportation Department Director is expected to exercise considerable judgment and discretion in accomplishing program objectives, and is held responsible for the effectiveness of department operations. This class performs related work as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed under the general direction of an Assistant City Manager and is reviewed through the evaluation of conferences, meetings, and reports. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Traffic Engineering, Transportation Planning, Civil Engineering, Public Administration, or a related field. A minimum of seven years of progressively-responsible managerial, supervisory, and administrative experience.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Public/Business Administration or a closely-related field is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with other City employees, management, contractors, public officials, and the general public in order to direct transportation, traffic engineering, and street maintenance activities, and respond to questions and inquiries. Prepares written documents, correspondence, and performance appraisals to report on transportation and street issues.

**Manual/Physical:** Reviews programs/projects to set and adjust priorities and policies. Reviews the work product of others to ensure compliance with standard operating procedures, federal and state regulations, and department and City policies and procedures. Inspects, monitors, and evaluates information and work-related conditions, to determine compliance with prescribed operating and safety regulations and guidelines. Operates a motor vehicle requiring a standard Arizona Driver's License to conduct field reviews and attend meetings.

**Mental:** Plans, organizes, and directs the activities of the Transportation Department. Supervises and evaluates the work of subordinate personnel in transportation and field operations. Prioritizes own work and work of others, and assigns work to personnel. Resolves procedural and operational problems by conducting meetings or reviewing reports. Coordinates work activities, program functions with other City departments, other cities, and other agencies. Develops department and division policies and procedures to meet short- and long-term objectives. Conducts research and analyzes data on transportation and street maintenance to determine effectiveness of treatments, products, and procedures. Administers the department budget. Comprehends and makes inferences from written material, such as reports and memos. Understands and interprets blueprints, schematic drawings, layouts, and other visual aids.

### **Knowledge and Abilities:**

Knowledge of:

current modes of ground transportation, including street and traffic operations, bicycle systems, pedestrian requirements, and mass transit operations;  
traffic laws and regulations, traffic control methods, including traffic signal and marking systems;  
the materials, methods, and techniques used in the planning, construction, operations, and maintenance of City streets and traffic control devices;  
the principles and techniques of modern public administration;  
modern management techniques, supervisory practices, and evaluation methods; and  
principles and methods of budget preparation and monitoring.

Ability to:

work effectively with a management team;  
establish and monitor management controls and procedures for the performance of functions;  
develop standards and procedures to guide subordinates in performing duties;  
analyze transportation and street needs, availability of resources, existing programs, and other related factors in developing divisional programs and meeting short-term and long-range planning goals;  
review site plans, development master plans, and engineering construction plans to ensure compliance with City standards and to meet the City's future needs;  
confer with employees and supervisors on grievance problems and/or disciplinary actions;

confer with governmental officials from other agencies regarding City plans and priorities;  
develop a strategic vision;  
evaluate policy options and policy analysis for Council and City management; and  
exercise judgment and discretion in the interpretation and application of policies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/16

PN/vl/jh

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EEO-O/A

JOB FCTN-ADM

INCREMENTS E01-E14

PAY GRADE: E11

IND-9410

SWORN-No