

## **ASSISTANT TRANSPORTATION DIRECTOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Assistant Transportation Director assists with the overall planning, direction, and operation of the Transportation Department, including development of the City's Transportation Master Plan, developing and working closely with the Engineering Department to plan and implement the Transportation Department Capital Improvement Program. This class performs highly responsible engineering work of an administrative and technical nature in directing the activities of the Traffic Engineering Division of the Transportation Department. The Assistant Transportation Director works with other City Departments and is the primary contact with the City's Engineering Department and also works closely with outside agencies including the Arizona Department of Transportation, Maricopa County Department of Transportation, and neighboring cities. The Assistant Transportation Director also regularly advises high level City Management regarding transportation issues throughout Mesa and may be designated to act on behalf of the Transportation Department Director.

The Assistant Director provides responsible administrative and technical direction; and coordinates the activities of the Traffic Engineering Division in the planning, development, and operation of the City's transportation system. Work involves supervising, directing, and managing the development and implementation of an efficient and safe street transportation system through the oversight of the Traffic Studies, Intelligent Transportation System (traffic signals), Project Review and Interagency Coordination, Temporary Traffic Control, and Bicycle and Pedestrian functions of the department. The incumbent manages difficult engineering problems and situations, and coordinates local and regional transportation and traffic engineering issues and policies through the Maricopa Association of Governments (MAG).

This class is responsible for directing, overseeing, and participating in the development of a workgroup plan, assigning work activities and projects, monitoring workflow, and reviewing and evaluating work projects. Supervision may be exercised over professional, paraprofessional, administrative, and/or technical staff who are responsible for the planning, development, analysis, review, coordination, maintenance, and/or operation of the City's transportation programs. Work is performed within general guidelines and policies established by the Transportation Department Director. Work assignments are broad in scope and are performed with considerable independence. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Assistant Transportation Director supervises and coordinates the activities and training of all personnel assigned to the Traffic Engineering Division of the Transportation Department. This class serves as a technical consultant to employees in solving difficult assignments. This class also advises the transportation community, as well as the general public, on transportation issues. An employee at this level is expected to exercise considerable initiative and independent judgment in resolving operational problems and policy matters that may arise. This class is distinguished from the Deputy Director class by the education required, the need to be registered as a Professional Engineer in Arizona, and the technical assistance provided to the Transportation Department Director, high level technical managers, and City Management. Work is performed under the direction of the Transportation Department Director and is reviewed through conferences, meetings, and reports regarding results achieved. 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 or Civil Engineering. Extensive (5+ years) work experience related to Traffic Engineering. Extensive (5+ years) administrative or supervisory experience.

**Special Requirement.** Must be registered as a Professional Engineer (P.E.) by date of hire and maintain this license throughout his/her employment. Registration as a P.E. in the State of Arizona is required within six months of date of hire. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing. None**

**Preferred/Desirable Qualifications.** Experience effectively dealing with the general public and elected officials is highly desirable. A Master's Degree from an accredited college or university in a related discipline or Public Administration is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, City process improvement teams, vendors, management, contractors, public officials, engineers, and other transportation and/or transit personnel to explain applicable City regulations and policies. Prepares written documents, Council reports, studies, letters, memos, and special agreements (Intergovernmental Agreements, Development Agreements, etc.) with clearly organized thoughts using proper sentence structure, punctuation, and grammar, in order to define and express City objectives, findings, recommendations, procedures, policies, and goals. Presents the department's policies and positions in meetings, negotiations, and communications with the public, citizen and industry groups, the City Manager, Mayor and City Council members, the media, and other public forums within assigned areas of responsibility.

**Manual/Physical:** Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings or visit project sites. Move construction plans (maximum weight is 40 pounds) distances up to 60 feet to review and file. Enters data or information into a terminal, personal computer (PC), or other keyboard device in order to produce documents, databases, and reports. Uses graphic instructions such as construction plans, schematic drawings, layouts, or other visual aids in planning. Operates a variety of standard office equipment, including a PC, copier, fax machine, telephone, and calculator.

**Mental:** Provides administrative direction to workgroups and management of activities in assigned areas. Participates as a senior management member in the formulation of department policies, procedures, short- and long-term goals and objectives, and updated strategic planning. Supervises and evaluates the work of subordinate personnel for compliance with standard operating procedures and department objectives. Comprehends and makes inferences from written material regarding area of

assignment. Assists in the preparation of the department budget by analyzing the personnel and equipment needs of assigned area. Coordinates and works with managers of City services on matters affecting areas of responsibility and Citywide processes.

**Knowledge and Abilities:**

Knowledge of:

principles and practices of traffic engineering;  
principles and practices of public administration, personnel administration, supervision, continuous quality improvement, customer service, and public participation;  
federal, state, and local regulations, codes and ordinances, and standards pertaining to the planning, design, construction, maintenance, and/or operation of municipal transportation projects;  
leadership and team styles and skills;  
computer software applications (example: word processing, database, spreadsheet, scheduling, etc.);  
methods and techniques used in the planning, design, construction, maintenance, and/or operation of municipal transportation projects; and  
the uses and capabilities of various work related heavy equipment (example: motor grader, backhoe, bucket truck, street sweeper, slurry seal truck, paint striper, fiber splice van, rollers, herbicide spray truck, dump truck, etc.).

Ability to:

establish leadership over assigned work group and direct staff in meeting acceptable service levels to customers;  
perform a broad range of supervisory responsibilities over professional, paraprofessional, and technical staff;  
manage the work of others through planning, organizing, motivating, and evaluating performance objectively;  
resolve work procedure problems and questions presented by subordinate level employees;  
assess and assign priorities to work assignments when confronted with several pressing demands at one time;  
identify process delays and demonstrate continuous effort to improve operations and decrease turnaround times;  
partner with other City departments or outside entities to review and make recommendations to improve work processes;  
analyze program achievements by evaluating activities to ensure efficient operations and compliance with objectives, policies, and procedures, and to implement changes when needed;  
effectively recommend personnel actions related to hiring, disciplinary procedures, performance, leaves of absence, and grievances;  
analyze a variety of administrative, operational, and fiscal problems and make sound recommendations for solutions;  
review forms, reports, records, and data associated with work activities to monitor budget status and timeliness of work completion;  
participate in the formulation of the department operating budget;  
confer with Engineers, Developers, Attorneys, property owners, consultants, a variety of agencies, and

the general public in acquiring information, coordinating department matters, and providing information regarding area of assignment;  
communicate with and respond tactfully to a diverse public in answering questions, handling complaints, and explaining City policies related to work area;  
use graphic instructions, such as blueprints, schematic drawings, graphs, charts, maps, layouts, or other visual aids;  
resolve complex code interpretations related to traffic engineering decisions; and  
read and interpret codes, plans, and specifications, and detect deficiencies or deviations from approved plans and field observations.

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 does 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.

New 9/23

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JOB FCTN-ADM

INCREMENTS 89-200

PAY GRADE: 63

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