

**CITY OF GLENDALE**

**TITLE:      Transportation Planning Manager      CLASS CODE:      499**

**REPORTS TO: Deputy Transportation Director      GRADE:      31**

**DEPARTMENT: Transportation      FLSA:      E**

**JOB SPECIFICATION DATE: November 7, 2005 cm**

**JOB SUMMARY:**

Performs advanced-level work of considerable difficulty managing, coordinating, and evaluating the transportation planning and programming activities within the Transportation Department. This position is responsible for developing, implementing, and monitoring of the city's transportation plans and programs. .

**ESSENTIAL FUNCTIONS:**

1. Reviews the work product of others to ensure the compliance with standard operating procedures, federal and state regulations such as Manual on Uniform Traffic Control Devices (MUTCD) or other standards such as city policies, procedures, and ordinances.
2. Develops, implements, and oversees the preparation of City's Transportation Plan including citizen involvement for plan update.
3. Develops and maintains financially balanced five year and 25 year programs of transportation projects and programs
4. Resolves procedural, operational, and other work-related problems.
5. Coordinates work activities with other city departments, other cities, and other agencies (Maricopa County Department of Transportation, Maricopa Association of Governments, Arizona Department of Transportation, Valley Metro and Valley Metro Rail), and advises city management and elected officials on regional policy issues.
6. Directs and manages the work of consultants performing transportation planning, engineering, and programming and activities.
7. Performs mathematical calculations and cost analyses for transportation planning projects and programs.
8. Conducts research and analyzes traffic and land use data to identify transportation system needs.
9. Makes oral and written presentations to the City Council and appointed committees and provides technical assistance to these groups.
10. Prepares and monitors section budget.
11. Interprets blueprints and schematic drawings to review development and street improvement plans.
12. Oversees the preparation of engineering design concepts for transportation projects
13. Oversees the purchase of right-of-way for transportation projects.

**SECONDARY FUNCTIONS:**

14. Makes recommendations through the Deputy Transportation Director for traffic ordinances or legislative bills relating to transportation planning.
15. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Theories, principles, and practices related to transportation planning, land use planning, finance and civil engineering. .

Current modes of ground transportation, including street and traffic operations, transit operations, bicycle systems, pedestrian requirements and airport development.

Research and statistical methods and procedures applied to transportation planning.

Federal, State, and Local guidelines and regulations related to transportation programs.

Principles and practices of modern supervisory practices.

Contract negotiations and subsequent monitoring of contracts.

Negotiation, conflict management, and consensus building techniques.

### **Ability to:**

Effectively plan, organize, and manage the work of others.

Prepare and monitor a section budget.

Represent the City of Glendale on various Regional, County and State Committees.

Organize and conduct surveys or research, analyze findings, prepare recommendations, present written and oral reports.

Review and investigates citizen requests for street, transit, pedestrian, bicycle, and airport improvements.

Assign projects, establish individual project scopes, schedules and performance expectations; monitor progress, and evaluate project and staff performance results.

Communicate effectively both verbally and in writing.

Proficient in the use of computer spread sheets and word processing software.

Establish and maintain effective working relationships with City employees, contractors, other government agencies, and the general public.

Conduct neighborhood meetings with the general public on transportation planning and transit issues and be viewed by the public as an expert in these areas.

Exercise considerable initiative and independent judgement.

Provide quality customer service.

Effectively train and develop professional and support staff.

Plan, organize, and manage the activities of project teams and multiple projects.

Interpret regulations, policies, and guidelines of the City of Glendale and other government agencies.

Manage contracts for planning and engineering services.

## **WORKING CONDITIONS:**

Office setting with occasional field inspections.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in transportation planning, urban planning, traffic engineering, engineering, or a related field and five years of relevant work experience. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.