

CITY OF GLENDALE

TITLE:	Deputy Transportation Director	CLASS CODE:	728
REPORTS TO:	Transportation Director	GRADE:	36
DEPARTMENT:	Transportation	FLSA:	E
JOB SPECIFICATION DATE: April 2, 2007 kd			

JOB SUMMARY

Provides highly complex staff assistance to the Transportation Director in the management of the Transportation Department. Plans, organizes and supervises the activities and staff of several divisions and a wide variety of day-to-day functions within the department.

ESSENTIAL FUNCTIONS

1. Plans, organizes and directs the activities and staff of multiple divisions within the Transportation Department.
2. Assists the Transportation Director in establishing long and short-term goals and sets priorities for assigned areas.
3. Reviews and manages the work of staff to ensure conformance with established procedures and standards.
4. Studies technical materials and assists preparation and presentation of oral and written reports for management review.
5. Develops regional, citywide and area-specific policy recommendations for management and City Council consideration, such as the Transportation Master Plan, Transit Plan, Streets Plan, Bicycle Pedestrian Plan, Regional Transportation Plan, and Transportation Capital Improvement Plan.
6. Represents the city on various county and state committees and works as a liaison with other valley cities.
7. Keeps the Transportation Director informed on local and regional transportation issues.
8. Directs and manages the work of consultants performing transportation planning and activities.
9. Makes oral and written presentations to the City Council and appointed committees and provides technical assistance to these groups.
10. Interprets Transportation Department services and policies to City officials, media representatives, community groups and citizens.
11. May act as the Director in their absence.

SECONDARY FUNCTIONS

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Theory, principles, and practices of traffic engineering, planning, modeling, and operations
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
Municipal government, budget development and administration
Principles of supervision, training and performance evaluation

Ability to:

Effectively plan, organize, and manage the work of others
Prepare and monitor a division budget
Represent the City of Glendale on various County and State Committees
Organize and conduct surveys or research, analyze findings, prepare recommendations, present written and oral reports
Review and investigate citizen requests for transit, pedestrian, and bicycle improvements
Direct staff efforts in the development of new policies and services
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
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
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
Identify and respond to community needs, elected officials and city management issues
Establish and maintain effective working relationships elected officials, citizens, employees, civil leaders, and other government entities

WORKING CONDITIONS

Standard office setting

MINIMUM QUALIFICATIONS

Bachelor's Degree in transportation planning, traffic engineering, engineering, or related field and seven years of relevant work experience including three years of management experience.
Requires registration as a Professional Engineer and ability to obtain registration in the State of Arizona within one year of appointment.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities are qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license