

ASSISTANT DIRECTOR OF TRANSPORTATION

DEFINITION

Under general direction, assists the Director of Transportation in planning, directing, organizing, and coordinating the activity of the various divisions of the Department of Transportation; acts for the Director of Transportation in his/her absence or at his/her discretion; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification, which reports directly to the Director of Transportation. The incumbent directs through subordinate division managers and is responsible for managing and coordinating day-to-day activities of the department.

EXAMPLES OF DUTIES (Illustrative only)

- Assists the Director in planning, organizing, directing, and coordinating the activities and programs of the department.
- Develops and installs management improvements and practices in the department; makes recommendations on procedures, forms, work flow, and equipment use; prepares and/or supervises the preparation of operating manuals and organization and work flowcharts; coordinates the installation of approved methods and procedures to insure achievement of departmental objectives.
- Supervises and participates in analytical studies of organizational, professional, budgetary, and administrative problems; recommends improvements in departmental methods and procedures.
- Assists in interviewing candidates for vacant management and supervisory positions; evaluates the performance of subordinate personnel and makes appropriate recommendations.
- Conducts and integrates functions and activities of assigned programs; develops standards and methods for measurement of activities and work performance; interprets and carries out established policies, rules and regulations.
- Assists the Director in program planning and the development of the annual budget; confers with subordinates in preparing and budgetary planning.
- Supervises the preparation of and reviews narrative and statistical reports on a variety of administrative, professional, and management activities in the department.
- Develops and implements methods and procedures to inform the public of current and proposed programs and projects; obtains the participation of interested citizens and groups in program development.
- Represents the department before the Board of Supervisors, governmental agencies and community groups.
- Develops cooperative relationships with other county departments, community agencies, and other public and private jurisdictions in order to develop cooperative and effective working relationships.

QUALIFICATIONS

Knowledge of:

- o Principles and practices relating to public finance, administrative and local governmental budget preparation.
- o Public personnel administration.

- o The operations and functions of local government and transportation agency operations.
- o Social, economic, engineering, and legal aspects of transportation facility and system, planning, design, construction, operation and maintenance.
- o Research methodology; grant writing, report writing and basic statistics and their applications.
- o Effective personnel and supervisory techniques.
- o Written and oral communications, including language mechanics, syntax and English composition.
- o Modern office methods and procedures, including computer systems and applications.

Skill in:

- o Assisting in the organization, direction and coordination of the administrative functions of a large and complex organization.
- o Analyzing administrative problems and preparing sound recommendations on methods for the solution of such problems.
- o Understanding, interpreting and applying rules, regulations and ordinances, and federal, state and local legislation.
- o Effectively communicating orally and in writing, and presenting conclusions before advisory and policy bodies.
- o Effectively supervising the work of professional, technical and clerical employees.
- o Establishing and maintaining effective working relationships with county management personnel, employees, and the public in carrying out sound management policies.
- o Performing data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters.
- o Using principles of inductive and deductive reasoning to validate conclusions and recommendations.
- o Persuading, rationalizing, and projecting consequences of decisions and/or recommendations.
- o Analyzing administrative problems, budgets and a variety of programs, systems and procedures.

Minimum Qualifications:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education and Experience:

Graduation from a four year college or university with major coursework in civil engineering, and five years of management experience in transportation planning and/or public works project development, design and construction engineering. Experience in a public agency setting is highly desirable.

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must possess a valid California Registration as a Professional Civil Engineer or obtain licensure in California by comity (reciprocity) within the one-year probationary period.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.