



NOVEMBER 2018
FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1286

County of El Dorado

PA# 2/DOT.1-2

June 1990

Revised: November 2012

Revised: February 2017

DIRECTOR OF TRANSPORTATION

DEFINITION

Under ~~general policy administrative~~ direction, plans, organizes, coordinates, and directs the programs and activities of the County's Department of Transportation ~~Department~~; administers ~~division~~ policies, goals, and directives; provides expert professional assistance to County management and staff on public works matters; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Administrative Officer or Board of Supervisors. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This ~~class has~~ is an at-will department head ~~level~~ position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for ~~overall policy development, program planning,~~ fiscal management, administration and operation of assigned programmed activities, including engineering, maintenance, and transportation services. ~~The incumbent is responsible for developing and implementing division~~ The incumbent is responsible for overall policy development, program planning, fiscal management, administration, and operation of the department. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals, and objectives, and work standards in addition to for furthering AgencyCounty goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Directs~~ Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards ~~and divisional administrative policies~~ for the Department of Transportation.
- Manages the development and procedures administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and ~~administration of the division's budget~~ implementation of budgetary adjustments.
- Plans, organizes, directs, and evaluates the programs and activities of the department to ensure the provision of effective and efficient transportation services; generates support for additional revenue for transportation improvements.

- > Selects, trains, develops, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates and directs, through subordinate supervisors, all public staff training; works functions of the County with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- > Works closely with Development Services/Long Range Planning, Environmental Management, Chief Administrative Office, and Economic Development to ensure continuity of and ~~stream lined~~streamlined services.
 - ~~Responsible for developing programs and implementing projects to solve problems related to public works issues and in generating support for additional revenue for public works maintenance and improvements; advises the Board of Supervisors and Chief Administrative Officer on related issues and programs.~~
- Makes interpretations of County regulations and codes and applicable laws and providesContributes to the overall quality of the department's service by monitoring, developing, reviewing, and implementing policies and procedures to meet legal requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- > Provides technical assistance to staff and commissions.
 - ~~Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.~~
- > Participates in the formulation of long-range planning, including financial and capital improvement plans.
- Represents the department to the Board of Supervisors, other County departments, state and federal agencies, elected officials, and outside agencies; explains and interprets department programs, policies, regulations, codes, and applicable laws and activities; negotiates and resolves significant and controversial issues.
- > Represents the County in meetings with public officials, other public agencies, and civic groups in order to coordinate, develop, and implement projects and programs.
- > Directs the preparation of and personally prepares a variety of complex administrative and technical reports.
 - ~~Directs the selection, supervision and the work evaluation of division personnel; provides for their professional training and development.~~
- > Confers with and gives guidance to managers and supervisors regarding matters affecting employer-employee relations; provides for the selection, work review and professional development of staff.
- > Monitors developments related to public works operations, evaluates their impact on County operations, and implements policy and procedure improvements; monitors the safety program.
- Monitors the safety program of the department.
- > Inspects current and proposed public projects and facilities.
 - ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- > Performs related work duties as assigned.

QUALIFICATIONS

~~**NOTE:** The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.~~

Knowledge of:

- > Administrative principles and methods practices, including goal setting, program and budget development and, implementation and employee evaluation, and supervision of staff.
- Public agency budget development, contract administration, County-wide administrative practices, and general principles related to the functions of the assigned area.

- Principles and practices of public works administration, including civil engineering, highway maintenance, and facilities and equipment maintenance.
- Principles and practices of transportation planning.
- Engineering standards and legal guidelines for public works projects.
 - Applicable ~~county~~ federal, state, and federal local laws, guidelines codes, and standards.
- Principles regulations affecting all divisions and practices functions of budget development and administration the department.
- Principles and practices of ~~contract~~ program management, including development, planning, monitoring, evaluation, and administration.
 - Principles of business computer applications related to the work.

Skill in:

- Planning, organizing, administering Organizational and coordinating a variety of large management practices as applied to the analysis and complex public work evaluation of projects, programs, policies, procedures, and services operational needs.
 - Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
 - Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing Methods and techniques for writing presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Recordkeeping principles and procedures.
- Public agency budget development, contract administration, County-wide administrative practices, and general principles related to the functions of the assigned area.
- Social, political, and economic issues influencing program administration.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Analyzing complex technical and Provide administrative public works problems, evaluating alternative solutions and professional leadership and adopting direction for the department and the County.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective courses manner.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of action-management, supervisory, professional, technical, and administrative support staff; delegate authority and responsibility.

- Preparing ~~Select, train, motivate, and evaluate the work of staff and train staff in work procedures.~~
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Plan, organize, administer, and coordinate a variety of large and complex public works programs and services.
- Prepare clear and concise reports, correspondence, and other written ~~materials~~ material.
- Exercising ~~Exercise~~ sound independent judgment within general policy guidelines.
- ~~Establishing and maintaining cooperative~~ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with ~~a variety of citizens, public and private organizations, boards and commissions, and County staff~~ those contacted in the course of work.

Other Requirements:

- ~~Possession of, or ability to obtain, a valid California driver's license.~~
- ~~Must be available for weekend or after hours meetings.~~
- ~~Registration as a Professional Engineer and licensed by the State of California as a Civil Engineer (Business and Professions Code, Section 6730) is desirable.~~

Education and Experience:

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

Education: ————— Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation a bachelor's degree from ~~a~~ an accredited four-year college or university with major coursework in civil engineering, business or public administration, or a closely related field;

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Experience: ————— Four

AND

Seven (7) years of ~~supervisory or managerial~~ increasingly responsible professional engineering experience in a major responsible for the design, construction, and maintenance of roads, bridges, and other public works functions, including at least two (2) years in a management capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Registration as a Professional Engineer and licensed by the State of California as a Civil Engineer or a Traffic Engineer (Business and Professions Code, Section 6730).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting which has included program planning, development and administration.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach and use standard office equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds or less for varying periods of time. Reasonable accommodations will be made for individuals on a case-by-case basis.

Primary ENVIRONMENTAL CONDITIONS

Employees work is performed partially in an office environment within an even-floored, carpeted office environment with fluorescent lighting, with moderate noise levels, and controlled temperature conditions, and no direct exposure to partially in the field where they are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, Employee and fumes. Employees may interact with upset members of the public or with staff and/or public and private representative in under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. Some fieldwork

WORKING CONDITIONS

May be required with exposure to uneven surfaces, attend meetings outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries of regular working hours.

