

DIRECTOR OF TRANSPORTATION

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This class has department head level 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 goals, objectives and work standards in addition to furthering Agency goals and objectives.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs the implementation of goals, objectives, work standards and divisional administrative policies and procedures; directs the preparation and administration of the division's budget.
- Plans, organizes, coordinates and directs, through subordinate supervisors, all public works functions of the County.
- Works closely with Development Services/Long Range Planning, Environmental Management, Chief Administrative Office, and Economic Development to ensure continuity of and stream lined 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 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 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.
- Inspects current and proposed public projects and facilities.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work 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, including goal setting, program and budget development and implementation and employee supervision.
- 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, state and federal laws, guidelines and standards.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration.
- Principles of business computer applications related to the work.

Skill in:

- Planning, organizing, administering and coordinating a variety of large and complex public works programs and services.
- 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 goals, objectives, policies, procedures, work standards and internal controls.
- Analyzing complex technical and administrative public works problems, evaluating alternative solutions and adopting effective courses of action.
- Preparing clear and concise reports, correspondence and other written materials.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.

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: Equivalent to graduation from a four year college or university with major coursework in civil engineering, business or public administration, or a related field,
and

Experience: Four years of supervisory or managerial experience in a major public works 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 equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer 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. 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.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, 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.