



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

DIRECTOR OF TRANSPORTATION

DEFINITION

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

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 is an at-will department head 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 fiscal management, administration and operation of assigned programmed activities, including engineering, maintenance, and transportation services. 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 for furthering County goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department of Transportation.
- Manages the development and 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 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 staff training; works 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 streamlined services.
- Contributes 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.
- 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.
- Confers with and gives guidance to managers and supervisors regarding matters affecting employer-employee relations.
- Monitors developments related to public works operations, evaluates their impact on County operations, and implements policy and procedure improvements.
- Monitors the safety program of the department.
- Inspects current and proposed public projects and facilities.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and 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 federal, state, and local laws, codes, and regulations affecting all divisions and functions of the department.
- Principles and practices of program management, including development, planning, monitoring, evaluation, and administration.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- 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.
- Provide administrative and professional leadership and direction for the department and the County.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective 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 management, supervisory, professional, technical, and administrative support staff; delegate authority and responsibility.
- 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 material.
- Exercise sound independent judgment within general policy guidelines.
- 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 those contacted in the course of work.

Education and Experience:

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

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

AND

Seven (7) years of increasingly responsible professional engineering experience 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 and use standard office equipment, 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. 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 up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and 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 and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.