



DECEMBER 2024  
FLSA: EXEMPT  
Bargaining Unit: UM  
JCN: 0265

## ASSISTANT DIRECTOR OF TRANSPORTATION

### **DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the County's Department of Transportation, including engineering, maintenance, and transportation services. The incumbent assists in developing and administering departmental policies, goals, and directives; provides expert professional assistance to County management on public works and transportation matters; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Transportation. 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 assistant department director classification that manages and directs the day-to-day activities and services within the Department of Transportation. The incumbent serves as a high-level resource, providing the Director with objective, independent advice and recommendations on significant policy issues and activities affecting the full range of departmental programs. The incumbent assists in fiscal management, administration, and operation of assigned programs, requiring an extensive professional background and skill in coordinating departmental work with other County departments and outside agencies. This class is distinguished from the Director of Transportation in that the latter has overall responsibility for policy development, program planning, fiscal management, and operation of the department.

### **EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Oversees the development and monitoring of the department's budget, ensuring fiscal responsibility and effective allocation of resources.
- Manages the development of department personnel, including training, mentorship, and performance evaluation, to build a capable and motivated workforce.
- Provides leadership and oversight to various divisions within the Department of Transportation, ensuring that all operations align with the department's goals and standards.
- Monitors changes in laws and industry innovations, ensuring the department adapts and implements changes as required.
- Leads the department in identifying, applying for, and managing grants to support transportation projects and initiatives.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and County needs.
- Acts as the Director of Transportation in the Director's absence, attending high-level meetings and making critical decisions.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of effective leadership, including staff supervision, training, mentorship, and performance evaluation.
- Principles and practices of budget development, monitoring, and fiscal management.
- Techniques for managing transportation projects, including planning, execution, monitoring, and evaluation.
- Effective communication strategies, including public speaking, written communication, and presentations.
- Understanding applicable federal, state, and local laws, codes, and regulations affecting transportation operations.
- Principles and practices of contract development, negotiation, and management.

### **Ability to:**

- Lead and manage a diverse team, providing clear direction and fostering a collaborative work environment.
- Develop, monitor, and manage a complex budget, ensuring effective use of resources.
- Oversee transportation projects from inception to completion, ensuring they are delivered on time and within budget.
- Communicate effectively with internal and external stakeholders, including presenting information to the Board of Supervisors and the public.
- Monitor and adapt to changes in laws and industry innovations, ensuring the department remains compliant and forward-thinking.
- Evaluate and oversee grant applications, ensuring successful acquisition and management of funds.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations.

### **Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

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

Five (5) years of supervisory or management experience in transportation planning, public works, or civil engineering.

### **Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License 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.

### **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. 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 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 in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise, cold and hot temperatures, inclement weather conditions, road hazards, vibration, 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.