

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Transportation Manager	Job Family: 2
General Classification: Management	Job Grade: 41

Definition: To manage the operational activities of the Transportation Section of Public Works and assist the Assistant Public Works Director in the overall administration to include budgetary, legislative, and policy oversight for the Transportation Section.

Distinguishing Characteristics: Under general direction from the Assistant Public Works Director, plans, organizes, manages, and directs the Transportation Section within the Public Works Department; coordinates these activities with other divisions and departments; receives general direction from the Assistant Public Works Director; exercises direct supervision over Transportation Planners and other assigned staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage, oversee, coordinate, review, and participate in operational activities of the Transportation Section of Public Works.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Transportation Section.
3. Participate in the development of the Transportation Section administrative and policy development work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
4. Develop and implement mechanisms to track progress in achieving goals and objectives.
5. Prepare and administer the Transportation Section budget.
6. Assist in the preparation and administration of the City's Capital Improvement Program; develop and help implement plans for funding long-term transportation needs.
7. Serve as the primary advocate and contact for regional transportation, including transportation planning, funding, congestion management, and interagency coordination/negotiation.

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8. Participate in the selection and appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement discipline procedures.
9. Keep City current on Federal, State, and local legislation affecting transportation programs and projects, and analyze implications of new legislation and requirement; develop policies and procedures to ensure compliance with legislation.
10. Represent the City as assigned at City Council meetings, public meetings, interdepartmental meetings, and other related committee meetings/events.
11. Direct transportation-related projects, studies, investigations, and reports; educate City staff regarding the City's transportation policies and the implementation of alternative modes of transportation.
12. Negotiate, prepare, and administer contracts; direct and coordinate the work of professional consultants and outside contractors; apply for, advocate, and monitor grants.
13. Communicate orally with customers, clients, or the public in face-to-face, one-on-one settings, on the telephone, or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice, and explanations.
14. Research and prepare technical and administrative reports and correspondence concerning transportation projects, services, contracts, and operations using proper sentence construction, punctuation, and grammar. Review and edit reports of assigned staff.
15. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of transportation operations and planning; principles and practices of management and supervision; principles and practices of policy development and implementation; administrative principles and practices, including budget development and management, personnel management, transportation systems management, contracting, and procurement; principles and practices of business correspondence and report writing; pertinent regional, Federal, and State laws and regulations related to transportation

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functions; effective communication and interpersonal skills; office equipment and computers.

Ability to: Plan, organize, direct, and evaluate the activities of assigned staff; demonstrate effective leadership qualities, including interpersonal communication; communicate effectively both orally and in writing; capacity to motivate and build consensus; confront issues, make decisions, and achieve resolution and implement new or improved procedures; analyze complex problems, evaluate alternatives, identify and involve all stakeholders and develop and implement sound courses of action; plan, prepare, and manage budgets and contracts; prepare comprehensive statistical, fiscal, and technical reports; implement, interpret, and explain complex policies, procedures, and ordinances; make effective and informative presentations; make sound transportation recommendations; use of computer and related computer programs; prepare administrative and general correspondence which demonstrate effective use of communication principles; initiate, implement, monitor, and evaluate enhanced customer service delivery improvements within areas of responsibility; establish and maintain effective working relationships with those contacted in the course of work, including City staff members and representatives of State, regional, County, and other organizations.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible professional level experience, at least two of which must have been in a supervisory or upper-level administrative capacity in, or a combination of, the following areas: transportation planning, land use, administrative or transportation management. A bachelor's degree from an accredited college or university in transportation planning, urban planning, engineering, or a related field. A master's degree in engineering, transportation planning, urban planning, business or public administration, or a related field is highly desirable and may be substituted for one year of required experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Class C Driver License.

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Working Conditions: May be required to attend evening meetings and/or work weekends, depending on meetings and/or special events.

Established: October 2017

Revised:

HRD/CLASS SPECS

Transportation Manager