

# ASSISTANT ADMINISTRATIVE SERVICES DIRECTOR - TRANSPORTATION

Approved: April 2024

FLSA: Exempt

Unit: Unrepresented Management



<b>Definition</b>
The Assistant Director plans, organizes, manages, and provides administrative direction and oversight for the Transportation Division within the Public Works Department; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Works Director in areas of expertise; and performs related work as required
<b>Supervision received and exercised</b>
Receives administrative direction from the Public Works Director. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.
<b>Class characteristics</b>
<p>This is one of three Assistant Director classifications in the Public Works Department. The incumbent oversees, directs, and participates in major activities and programs of Transportation Division's functions including but not limited to transportation planning and engineering, and/or utilities sections. Related management-level classifications that may also oversee these functional areas include Superintendent and/or Transportation Manager.</p> <p>This class assists in short- and long-term budgeting and capital improvement planning and development, and administration of division policies, procedures, and services. This class provides assistance to the Public Works Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, and municipal functions and activities; skill in coordinating departmental work with that of other City departments and public agencies; and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent(s) are accountable for accomplishing divisional planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the Public Works Director in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy</p>
<b>Examples of typical job functions (illustrative only)</b>
<p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none"> <li>• Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.</li> <li>• Manages the development and administration of the annual budget and capital improvement budget(s) for the assigned division; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.</li> <li>• Monitors revenue and expense budgets on an on-going basis.</li> <li>• Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.</li> <li>• Continuously monitors and evaluates the efficiency and effectiveness of processes and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.</li> <li>• Oversees the development of consultant requests for proposal for professional and/or construction services; ensures public bidding procedures and City purchasing policy requirements are followed; reviews estimates of labor and material costs for work to be performed.</li> <li>• Serves as a liaison for the department to other City departments, divisions, elected officials, the public, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding departmental programs, projects, and services; explains and interprets departmental programs, policies, and activities.</li> </ul>

- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council, as well as various boards, commissions, and committees, as assigned by the Public Works Director.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field, and other types of public works services as they relate to the area of assignment.
- Acts as the Public Works Director in his/her absence or as assigned.
- Maintains and directs the maintenance of working and official division files.
- Monitors changes in laws, regulations, and technology that may affect City or division operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Assumes management responsibility for the Transportation Division, and serves as the City traffic engineer and Transportation Manager. May sign and stamp construction plans for transportation projects, such as signing and striping plans, traffic signal plans, and other areas as assigned.
- Oversees the development of consultant requests for proposal for professional and/or construction services; ensures public bidding procedures and City purchasing policy requirements are followed; reviews estimates of labor and material costs for work to be performed.
- Conducts capital improvement project planning activities for transportation infrastructure projects; provides oversight and input into the conceptual design of transportation projects; investigates and resolves problems with scope of work or cost issues of major transportation projects.
- Meets with internal and external customers to interpret and explain procedures, permitting and transportation impact analyses; provides clarification on plan review comments; responds to questions on review timelines, availability, and related matters.
- Manages and coordinates division service for large and complex transportation projects; conducts periodic meetings with public members, stakeholders, customers and internal staff to ensure projects are completed in accordance with regulatory requirements and on schedule and within budget.
- Reviews plans and documents, and provides comments for development projects associated with permits and environmental review requirements. Prepares or oversees preparation of transportation impact analysis reports and transportation sections of environmental impact reports in accordance with local, CEQA and NEPA requirements, as applicable.
- Responds to emergency situations as necessary within one hour of initial call, including traffic signal outages; traffic safety emergencies; and natural disasters, such as flooding, storms, and earthquakes.
- Performs other duties as assigned.

### Qualifications

#### Knowledge of

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, and administrative practices; public funding grants and restrictions.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, and management and business correspondence.
- Research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and software programs relative to the work performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Concepts, theories and principles and practices of transportation planning and engineering design and implementation.
- Professional transportation engineering standards as they relate to infrastructure design and construction.

- Principles and practices of project management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, acts, and procedures relevant to assigned area of responsibility, including federal and state transportation regulations including Manual on Uniform Traffic Control Devices, AASHTO guidelines, multi-modal infrastructure standards such as the NACTO Urban Bikeway and Urban Street Design Guides, and the California Environmental Quality Act.

#### Ability to

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, and other professional standards.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- 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.
- Plan, organize, and direct effective services and programs.
- Effectively administer a comprehensive program to support the City's infrastructure needs.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct negotiations and effectively represent the City and the department in meetings with governmental agencies, professional consultants, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software programs relative to the work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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 training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil or transportation engineering; transportation or urban planning; landscape architecture or urban forestry; construction management; public administration or policy; or a related field.
- Five (5) years of increasingly responsible and varied professional experience in the technical area of transportation.
- Two (2) years of management and/or supervisory experience, ideally supervising professional or sub-professional personnel in the transportation technical area.

#### Licenses and certifications

- Possession of, or ability to obtain, a valid California class C driver's license by time of appointment for all assignments.
- Possession of, or ability to obtain, a valid registration, as a Professional Civil Engineer in the State of California is desirable.
- Possession of, or ability to obtain, a valid registration as a Professional Civil or Traffic Engineer in the State of California is desirable for the Assistant Director – Transportation assignment.
- Possession of a certificate in a relevant Public Works area, including but not limited to an Arborist certificate issued by the International Society of Arboriculture (ISA), a Playground Safety Instructor Certificate issued by a reputable organization such as the National Recreation and Park Association (NRPA) or International Playground Safety Institute (IPSI).

#### 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 City and meeting sites and facilities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, 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 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 weighing up to 25 pounds.

**Environmental elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.