ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Director, Transportation
Job Code: 7005
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to assist in planning, directing, and overseeing the operations and staff of the City's Transportation Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Director, Transportation; and updates and

maintains department standard operating procedure manuals.

Develops and implements a variety of policies and plans regarding transportation and land use integration: conducts research regarding best practices for rights of way, connectivity, infrastructure, safety, etc., and other development issues; develops master plans for all modes of transportation and for specific projects, as assigned; coordinates with other City departments, as needed; hires and manages consultants; and facilitates policies and plans through adoption processes in committees and City Council.

Oversees the Transit Division: manages transit planning, transit operations and related maintenance contracts; manages, coordinates and monitors transit activities and planning with contractor; manages division financial activities, including budgeting for capital projects and operations and administering granted funds; and monitors and ensures compliance with local, state, and federal transit rules and regulations.

Manages transportation planning and implementation, including bicycle, pedestrian, greenway, and roadway systems: develops and implements master plans; coordinates with other City departments, and state and federal agencies, as needed; reviews development projects to ensure compliance with master plans, codes, and regulations.

Serves as a liaison to and manages staff serving as liaisons to transportation, transit, and related committees: develops meeting agenda; coordinates with committee chair; develops and distributes meeting information and materials; attends and facilitates meetings; and prepares and maintains meeting minutes and committee records.

Performs public relations duties: coordinates communication regarding department projects and programs; represents the department and attends meetings; conducts public outreach and engagement activities to gather feedback, address concerns, answer questions, and provide information; and makes presentations regarding department projects, programs, goals, issues, and concerns.

Performs administrative duties in support of department operations: signs and approves invoices; reviews and approves timesheets; assists in preparing and monitoring the department budget; processes contracts; and preparing and scheduling staff reports for City Council consideration.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, consultants, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, billing invoices, timesheets, contracts, Requests for Proposal, scopes of work, press releases, plans, policies, development applications, staff reports, budget and financial documentation, presentations, spreadsheets, charts, diagrams, policies, codes, ordinances, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Civil Engineer, Transportation or Urban Planning, or a related field required; supplemented by seven years of progressively responsible experience in transportation planning, traffic engineering, or related field, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain one of the following: American Institute of Certified Planners certification or North Carolina Professional Engineer's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: [Delete all that do not apply] Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: [Choose one or the other] Essential functions are regularly performed without exposure to adverse environmental conditions. OR Performance of essential functions may require exposure to adverse

environmental conditions, such as {delete all that do not apply} dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, water hazards, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.