ASHEVILLE, NORTH CAROLINA

Classification Specification

Director, Transportation
Job Code: 7000
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee 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.

Oversees, 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 City administrators and elected officials; 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 City administrators and elected officials; and

updates and maintains department standard operating procedure manuals.

Develops long- and short-term goals, plans, and objectives for the Transportation Department, which includes traffic engineering, transportation and transit planning, and parking services: researches and assesses current and future transportation, transit, and parking needs for the City; and oversees implementation of established goals, plans, and objectives.

Develops, implements, and monitors department work plan, policies, and procedures: keeps informed of current transportation, transit, and parking issues and concerns; formulates and develops work methods and practices, policies, services standards, standard operating procedures, training programs, etc.; monitors implementation of work processes, services standards, and policies and procedures; updates division guidelines according to federal, state, or local rules and regulations; and oversees training programs.

Develops and implements department budget: determines and recommends budget allocations for staffing, equipment, capital outlays, services, and other expenditures; coordinates budget development and administration with Division Directors; monitors expenditures to ensure compliance with approved budget; and prepares and maintains related financial documentation and reports.

Administers contracts for department projects; prepares Requests for Proposal (RFP) and writes specifications for transportation projects, equipment, and supplies; participates in awarding contracts and contract negotiations; monitors contract compliance; reviews and approves invoices; and modification requests; and coordinates with vendors and contractors.

Performs customer service functions: receives, responds to, and reviews complex complaints and issues; provides information and answers questions regarding Department policies and procedures, services, etc.; initiates corrective actions and/or resolves problems; and reviews and approves or denies parking citation appeals.

Performs public relations duties: represents the Department and the City's interests at meetings and public events; interacts with department staff, sister city departments, the public, various committees, consultants, City Council, and state agencies; gives speeches and makes presentations; provides information regarding transportation plans, projects, and programs; serves as a liaison to and participates in various projects, boards, and committees; and attends and/or facilitates meetings.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, contractors, 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, timesheets, invoices, contracts, press releases, project plans, policies, staff reports, budget and financial documentation, 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 Engineering, Transportation Planning, or a related field required; supplemented by ten years of progressively responsible experience in traffic engineering and project management, 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 a valid 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 synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

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 with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

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: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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.