

TRANSPORTATION & CIRCULATION MANAGER

DEFINITION

Under administrative direction, plans, manages, and implements complex traffic and transportation related projects and programs, including long-range transportation planning and short-term traffic studies; acts as liaison for the City with a variety of private, public, and community organizations, and regulatory agencies; conducts studies and analyses and develops recommendations for action on issues, policies and procedures related to local, sub-regional and regional transportation; writes reports/applies for grants; coordinates environmental review of transportation issues of development proposals; interfaces with the public to address service requests and complaints and/or provide information related to traffic and transportation; provides highly responsible and complex professional assistance to the Director of Public Works & Engineering in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Public Works and Engineering. May direct supervision over staff and contract personnel.

CLASS CHARACTERISTICS

This position is responsible for the managing, implementing, and monitoring complex transportation-related programs and project activities, including field investigations, contract administration, report preparation, grants administration, and program or project evaluation. Incumbents provide a professional-level resource for operational analyses and studies. Positions at this level perform the full range of duties, working independently, and exercising judgment and initiative. Successful performance of the work requires an extensive professional background as well as skills in coordinating departmental work with that of other City departments and public agencies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Investigates and analyzes requests and complaints related to traffic and transportation issues; develops solution options using city staff and/or consultant resources; presents recommendations for public policy decisions by city management and/or boards.
- Researches and compiles data, statistics, and field conditions to support analysis of issues.
- Implements, monitors, and assists in managing City transportation programs and projects, including management of long-range transportation planning and short-term traffic studies.
- Reviews and analyzes regional transportation studies, proposals, and policies; coordinates and conducts negotiations with other agencies to secure projects and policies favorable to the City.
- May represent the City in meetings with regional bodies on matters related to transportation operation and planning policies.
- Identifies and pursues funding resources from Federal, State, and other governmental entities;

- prepares grant applications.
- Participates in the development of consultant requests for proposal for professional and/or engineering services; participates in evaluating proposals and recommending project awards; manages consultant service contracts for transportation planning related projects.
- Reviews and analyzes traffic and environmental studies for development proposals to identify project impacts; make recommendations for impact mitigation.
- Serves as staff to Circulation Commission; prepares agendas and staff reports; attends meetings; provides professional-level technical support to Commission to facilitate policy discussion and decisions.
- Coordinates and integrates department services and activities with other City departments and outside agencies.
- Responds to citizen request for information related to City transportation programs and procedures; acts as facilitator in meetings of community groups to build consensus on solutions to traffic problems.
- Organizes and maintains records, files, maps, and statistical data related to the City's traffic and transportation functions and operations.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, applicable laws, codes, and industry standards of transportation planning and traffic engineering.
- Principles and practices of program and project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Theories and methods related to common transportation planning programs and functions, including neighborhood traffic calming, traffic impact studies, Transportation Systems Management (TSM), and Transportation Demand Management (TDM).
- Regional urban and transportation planning government infrastructure, including familiarity with various Bay Area planning, congestion management, and financing agencies, their intergovernmental relationships, and their effects on local government policy-making.
- Applicable Federal, State, and local laws, codes, regulations, and procedures.
- Recent and on-going developments in federal, state, and local grant funding; current literature, trends, and sources of information related to the transportation functions of the Department.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- 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.
- Prevailing political climate and techniques for providing a high level of customer service by effectively dealing with the public, city boards, vendors, consultants and contractors, and City staff.

Ability to:

- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Research a variety of potentially complex transportation planning and traffic engineering topics, determine cause-effect relationship, develop and recommend policies, procedures, and solution options for the topic at hand.
- Write effective position papers and briefs for a variety of targeted audience, clearly conveying complex and technical information and convincingly presenting support arguments.
- Effectively conduct meetings and make presentations to various groups in a lead role to facilitate problem understanding and solution finding.
- Effectively represent the City's interest in a variety of forums involving regional government agencies, community groups, business, professional, regulatory organizations, and individuals.
- Be resourceful, creative, and assertive in finding and pursuing grant funding opportunities for established projects and needs.
- Coordinate and manage the work of other staff and consultants as part of a given assignment.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Make accurate arithmetic, financial, and statistical computations.
- Maintain accurate logs, records, and basic written records of work performed and vast amount of technical data from multiple sources.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Work independently; 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.
- 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 a bachelor's degree or major coursework in transportation planning or engineering, civil engineering, or a related field, and four (4) years of experience in transportation planning or engineering in a public agency setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
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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 attend meetings and to visit and inspect various City sites; 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 the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas 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.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.