

## DIRECTOR OF TRANSPORTATION

### **DEFINITION**

Under general direction, plans, organizes and directs the activities of the Transportation Department, which includes Fresno Area Express, contract paratransit service and Fleet Maintenance to include transit, solid waste, public safety and other heavy and light duty equipment.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the City Manager or designee. Exercises direct supervision of managerial and other assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The Director of Transportation directs the activities of the Transportation Department and is distinguished from the Assistant Director that is responsible for either the Operations or Maintenance function of the Department. The incumbent exercises considerable judgment and discretion in the administration, planning, and direction of the department and its operations. The Director of Transportation is responsible for accomplishing objectives, the development and implementation of policies and procedures relating to the operation, maintenance, long-range planning, and for the fiscal management of the department. This is an unclassified position in which the incumbent serves at the will of the City Manager.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but not limited to, the following:*

Plans, organizes and directs the activities of the Transportation Department, which includes Fresno Area Express, Handy Ride Para-transit and Fleet Maintenance of heavy and light duty equipment used in transit, solid waste, public safety and other divisions.

Develops and directs the implementation and achievement of City and department goals and objectives; directs and participates in the development of policies, procedures, and strategies needed to achieve these goals.

Makes critical decisions to resolve emergency situations and ensure the continuity of service and operation.

Attends meetings of boards, commissions and committees regarding environmental assessments, regulations, land use, as well as state and federal laws regarding mass transit systems.

Oversees vehicle and bus maintenance programs and related activities for the purpose of ensuring buses and other fleet vehicles are consistently maintained in a safe and effective operating condition.

Prepares, reviews, analyzes and administers the department's annual operating budget, service delivery and associated programs, as well as state and federal grant compliance and

reporting requirements.

Acts a technical and policy advisor to the City Manager and City Council on department related matters.

Reviews plans, policy and service recommendations, budget estimates, proposed ordinances needed to ensure the efficient and effective delivery of various public transportation services.

Selects, supervises, coordinates, and reviews and evaluates the work of, subordinate managers.

Confers with the City Manager regarding current and anticipated City and department needs; prioritization of those needs, and feasibility of alternative approaches to meeting them.

Coordinates activities with other departments, divisions sections and outside agencies.

Attends City Council, committee and board meetings.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The principles and practices of public administration, budget, personnel, project, and grant management.

Applicable laws, rules and regulations relating to public transportation .

Understanding and experience in collective bargaining and other related labor relations activities and associated requirements

Federal, state and local public transportation regulations and safety standards, including drug and alcohol testing/FTA guidelines for Commercial Driver's License holders.

The principles, practices and procedures of transportation planning and development, in particular, as a method to spur economic development and revitalization.

Methods and techniques used in the design, construction, and management of transportation improvement projects.

Public transportation customer service concepts and strategies used to increase ridership and improve the delivery of various public transportation services.

#### **Ability to:**

Develop, implement, analyze, and administer comprehensive transportation programs and standards in accordance with Federal, State or local law, rules and regulations or directives.

Direct and evaluate the work of subordinate supervisory and non-supervisory personnel; supervise, train and motivate department personnel; facilitate group participation and consensus building.

Establish positive working relationships with representatives of community stakeholders, state/local agencies and associations, City management and organized labor, staff, and the public; and communicate clearly and effectively across the department as well as the City organization.

Prepare clear, concise and comprehensive reports, records, performance measures, and other written materials and make clear oral presentations.

Act calmly and quickly and make effective decisions in emergency situations and under adverse conditions.

Exercise sound judgment and initiative in the development of new methods and procedures and in the solution of difficult problems.

Objectively measure the effectiveness of particular program(s) and/or service(s) as well as developing new strategies needed to increase ridership or to improve the overall performance of the department.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Plan, analyze and evaluate programs and services, operational needs and fiscal constraints.

Administer multiple grant opportunities and requirements in order to support economic development and/or revitalization efforts

Prioritize and assign work.

Work in a changing environment.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or closely related field;

**AND**

**Experience:**

Five years of progressively responsible experience in managing a large public transportation department or equivalent operation.

Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.

A Master's Degree in public or business administration desirable.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File) DATE: 6.29.17  
Director of Personnel Services

ATS:MRG:JC:CBW:12/01/00  
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