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CITY OF OLYMPIA
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

Transportation Director

Class Code:
1701

Bargaining Unit: Independent

SALARY RANGE

\$53.11 - \$64.57 Hourly
\$9,206.29 - \$11,192.83 Monthly
\$110,475.46 - \$134,313.92 Annually

DESCRIPTION:

Under the general direction of the Deputy Public Works Director, plan, organize, supervise, and direct all activities of the Transportation Division. Lead the planning, design, and operation/maintenance of the transportation system consistent with the vision contained in the City's Comprehensive Plan and Transportation Master Plan.

ESSENTIAL FUNCTIONS:

The essential functions of this position include but are not limited to:

1. Responsible for the overall effectiveness and efficiency of all programs, activities, and functions of the Transportation Division.
2. Through subordinate supervisors and/or staff, direct and oversee the administration and operation of all programs within the Transportation Division.
3. Oversee the preparation of the annual operating and capital budgets and monitor expenditures and revenues.
4. Plan, organize, and direct the activities of the Transportation Division in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions.
5. Lead a strategic approach to developing long-range goals and objectives to maximize and/or improve performance and accountability to accomplish key Division and Department initiatives.

6. Institutionalize the concepts of continuous quality improvement activities, performance measurement and benchmarking.
7. Work collaboratively with Department leadership in the establishment and achievement of department goals and performance measures.
8. Communicate effectively and develop and sustain cooperative relationships with citizen groups, stakeholders, other public agencies, neighboring jurisdictions, and employees.
9. Punctual, regular, and reliable attendance is essential for successful job performance.

TYPICAL QUALIFICATIONS:

Knowledge/Skills/Abilities

1. Knowledge of municipal organization and management principles.
2. Knowledge of quality improvement processes and performance measurement systems.
3. Knowledge of the principles of effective human resource management.
4. Knowledge of project management.
5. Technical knowledge of Transportation planning and design concepts and activities.
6. Knowledge of federal, state, and local laws, policies, and regulations pertaining to Transportation.
7. Knowledge of current principles, best management practices and theory related to Transportation.
8. Knowledge of municipal budgeting practices and principles.
9. Skill in negotiating with potentially competing interests.
10. Ability to direct, lead, motivate, influence, and guide all levels of employees towards accomplishment of mission and goals as a service-oriented team.
11. Ability to understand employee needs and to interact in the work environment.
12. Ability to think strategically.
13. Ability to delegate responsibility to the most appropriate team or individual and hold team members accountable for responsibilities assigned.
14. Ability to establish and meet rigid timelines.
15. Ability to absorb and analyze complex technical information rapidly, draw logical conclusions, and make rapid decisions of major scope in a strategic way and with full awareness of technical data.
16. Ability to speak in public and/or legislative forums and effectively communicate complex and technical information.
17. Ability to conduct complex negotiations, mediate conflicts, sort out issues and manage change in relation to overall Department goals and objectives in a respectful and direct manner.
18. Ability to implement policies.
19. Ability to understand, evaluate, and organize budget requests.
20. Ability to foster an open and trust-based work environment. • Ability to encourage innovation.
21. Ability to provide leadership and vision.

Education/Experience

1. Graduation from an accredited college or university with a four-year degree in Public Administration, Business, Engineering, or other field closely related to Transportation

and four years of progressively responsible experience in the management of projects, programs, and activities, including at least two years of supervisory experience is required.

2. Additional qualifying experience may be substituted for the required education on a year-for-year basis.
3. Municipal or other public sector experience is preferred.
4. A State of Washington Professional Engineer license is desired.
5. Must possess a valid Washington State Driver's license.

SUPPLEMENTAL INFORMATION:

Contacts

1. Frequent and successful contact/interaction with employees and supervisors is critical to success.
2. The Transportation Director must establish and maintain effective working relationships with all contacts.
3. Diplomacy, professionalism, enthusiasm, and strong communication and interpersonal skills are required to gain cooperation and motivate others.
4. Additionally, the incumbent has extensive contact with other Department leadership to coordinate with other work units, departments, and agencies.
5. Incumbent serves as a technical advisor to the Department Director, the community, administrators, advisory committees, planning commissions, and the City Council.
6. Incumbent has daily or frequent contact with staff, other department management, citizens, and/or contractors.
7. The contact is for information sharing, coordination of effort, and/ or complaint resolution.
8. Providing accurate information in a style commensurate with the City philosophy is central to overall success.

Supervision

1. Supervise all assigned staff either directly or in-directly.

Accountability

1. The Transportation Director is accountable for the overall effectiveness of all assigned programs and activities, ensuring personnel and resources are deployed in the most effective and cost-efficient manner, and ensuring that Division programs and services are achieving intended results.
2. The Transportation Director is also accountable for resolving sensitive political problems, citizen complaints, and personnel issues in a manner consistent with the City's customer service goals.

Working Conditions

1. The Transportation Director primarily works in an office setting; however, sufficient agility and mobility is required to attend meetings at various locations and maneuvering in and around a variety of work sites throughout the City.
2. Field work may expose the Transportation Director to hazardous construction conditions, hazards associated with working in and around vehicular traffic and variable weather, as well as coming in contact with many health and safety hazards such as heavy equipment, chemicals, hazardous substances, and natural occurrences. • Work hour flexibility is required to attend meetings held at a variety of locations and during non-business hours.
3. The position is subject to the stress associated with accommodating competing priorities and demands and meeting various deadlines.
4. Meetings, particularly with officials and the general public, may be confrontational in nature.

CLASS SPEC DATA:

FLSA Status - Exempt

Pay Grade - 086

Represented - No