

**MAJOR FUNCTION**

This is a technical, professional and supervisory position managing and coordinating the various activities, details and data analysis of special projects, and transportation planning. Work involves coordinating professional staff and resources and interacting with citizens, boards, committees and public officials. An employee in this position must exercise considerable judgment and independence. A higher-level administrator reviews the incumbent's work through conferences, analysis of reports and recommendations, and through evaluation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Prioritizes on-going work assignments; prepares work programs related to various special projects; and identifies manpower and fiscal resources to complete assignments. Assigns project coordinator to projects and the administrative process details, including advertising, public notice, agenda item preparation, and public involvement and reviews their work, as is necessary. Develops department recommendations for review by higher-level administrator. Supervises the preparation and implementation of various transit and/or study efforts, such as special studies, and transportation planning, neighborhood plans, and assigned. Interprets Transit Development Plan and other adopted plan and program policies for elected officials, appointed commissions, advisory committees, other city/county departments, developers, and citizens. Provides staff support for Commission meetings or TAC, as applicable. Attends meetings and public hearings to provide professional support, information, and consensus building with transportation users and providers, neighborhood groups and development community representatives. Drafts amendments department policies, to implement adopted policy resulting from special studies and Comprehensive Plan amendments; prepares consistency review of proposed ordinances; and staffs public meetings. Reviews transportation projects, and develops collaborative solution thru an intra or inter department review team. Evaluates and appraises implemented planning actions. Recommends the hire, transfer, advancement, grievance resolution, discipline or discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. May act on behalf of immediate supervisor. Performs related work as required.

**Other Important Job Duties**

Recommends policy changes to implement conclusions of special projects. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the terminology, principles and practices associated with project management and program oversight. Considerable knowledge of applicable state, federal and local laws and regulations relating to environmental or transportation planning. Ability to exercise sound judgment. Ability to present ideas and findings clearly in written, oral or graphic form. Ability to conceptualize, develop and implement programs which address broad and generally stated goals. Ability to read and understand system maps. Ability to present technical information to lay groups and the general public. Ability to establish and maintain working relationships as necessitated by work assignments. Ability to assign, instruct, and evaluate work assignments of technical and professional personnel. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Skill in the use of microcomputers and the related programs and applications necessary for successful job performance.

**Minimum Training and Experience**

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## **MANAGER-SPECIAL PROJECT TRANSIT**

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Possession of a bachelor's degree in, business or public administration, or a related field and three years of professional experience that includes transportation, public policy or communication, regulation or management, or a related field; or an equivalent combination of training and experience.

### Necessary Special Requirement

Must possess a valid Class E State driver's license, when designated.

Established: 4-01-20