

TRANSPORTATION MANAGER (MM)

DEFINITION

Under general direction, represents the Public Works Agency on Regional Transportation issues.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises a staff of Transportation Analysts. Monitors and evaluates legislation pertaining to land use, transit and transportation planning; formulates policy and makes recommendations regarding City transportation goals and strategies; represents the City and negotiates with other governmental entities and private developers to coordinate and implement the City's local and regional transportation plans; provides leadership in seeking and obtaining public and/or private funding to support and implement City transportation/transit plans. Oversees development and implementation of the City's Capital Improvement Program; provides staff support to the Santa Ana Transportation Advisory Committee (TRAC). Performs other functions as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of progressively responsible professional experience in transportation planning, project management, engineering, intergovernmental relations, grant administration and a Bachelor's Degree in Traffic Engineering, Civil Engineering, or a related field with major coursework in transportation planning, which provides the desirable knowledge and abilities.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: principles and practices of traffic engineering/transportation planning; project management; grant administration; structure of federal, state, and regional transportation/funding agencies; applicable statutes pertaining to transportation, air quality and land use planning; municipal government structure and administration; capital improvement plan development and management; principles and practices of supervision.

Ability to: Plan and develop the City's transportation plans/systems, and the Capital Improvement Program; represent and negotiate the City's interests within both the public and private sectors; establish and maintain effective working relationships with elected officials, public agency staff, private developers, community groups, citizens, and other employees; communicate clearly and concisely, both orally and in writing; deal effectively with confrontational situations requiring tact, diplomacy and persuasion; provide effective supervision of subordinate staff.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer is a skilled negotiator who takes a leadership role in representing City interests in the local and regional transportation planning process, and in networking with other agencies. This individual effectively communicates the City's goals and objectives relating to transportation issues to a wide variety of groups in a community of diverse ethnic and economic backgrounds. The Transportation Manager has proven skills in the development and implementation of transportation projects, adheres to strict deadlines and manages competing priorities well. An experienced supervisor, the Transportation Manager is dedicated to quality teamwork and provides subordinates opportunities for professional growth.

Class title established per Council Resolution No. 90-063,
effective 7-1-90

Class Specification Revised and Reviewed: 6/92
ADA Approved: 6/92