

Utilize the Mobility Element Multimodal Level of Service guidelines to help establish a balanced transportation infrastructure for all roadway users including pedestrians, bicyclists and transit riders. Oversee the Growth Management Plan's annual Traffic Monitoring Program.

Coordinate and provide responsible staff assistance to the Transportation Director and other city boards and commissions as assigned.

Assist in development and implementation of the city's overall goals, objectives, policies and priorities; recommend changes and improvements to existing policies and procedures; monitor work activities to ensure ongoing compliance.

Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

For areas of responsibility, oversee the preparation, coordination, analysis and execution of annual division budgets; direct the preparation of multiple divisional work programs and annual budgets.

Attend and make presentations at meetings of the City Council, and other city boards and commissions.

Participate in regional transportation activities and maintain city presence and position on regional committees/commissions.

Coordinate activities with other city departments and other public or private agencies.

Manage the preparation, development and evaluation of technical transportation planning and mobility studies; analyze and determine necessary actions.

Develop and implement work plans for complex projects and programs. Oversee and manage consultant and contractor work products.

Prepare and review a variety of narrative and statistical reports related to transportation planning programs; review environmental impact reports and traffic/parking impact reports.

Meet with developers, architects, engineers and others involved in privately sponsored residential, commercial and industrial project related to traffic planning/mobility/sustainability; assist in the review and evaluation of project plans for conformance to regulations, codes and policies.

Represent the city at community or professional meetings; make presentations to advisory committees, business and educational groups on a variety of transportation planning and mobility issues.

Attend conferences, training and professional meetings to keep abreast of new developments in transportation planning and mobility.

Respond to and resolve difficult and sensitive inquiries and complaints.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Theories, principles and practices of transportation, urban and regional planning regulations, programming, public financing techniques, fiscal analysis, organization, administration, budget and human resources management.
- Applicable federal, state, local and municipal laws, statutes, codes and ordinances related to transportation planning and mobility.
- Organization and functions of the various agencies involved in the transportation planning process.
- Modern and complex principles and practices of transportation, land use and transit planning.
- Local government financial practices, processes and procedures, including preparation of grant applications to compete for state, federal and local funding sources in support of mobility and sustainability programs.
- Methods and techniques of research, statistical analysis and report presentation.

Ability to:

- Plan, organize, coordinate and manage the city's transportation planning and mobility programs.
- Provide administrative and professional leadership for the division.
- Develop and implement work plans for complex projects and programs.
- Establish and maintain cooperative relationships with city officials and employees, representatives of other agencies, private consultants and contractors, and the public.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop and administer annual and long-range programs and budgets.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work cooperatively and effectively with management staff, employees and others.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, orally and in writing to elected officials and outside agencies.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in civil engineering or transportation planning, and, five or more years of progressively responsible professional work experience in the field of civil engineering, transportation planning or a closely related field at an administrative or management level.

REQUIRED CERTIFICATION/LICENSE:

Possession of a valid California Driver's License

Possession of one of the following:

- State of California registration as Professional Civil Engineer
- State of California registration as Professional Traffic Engineer
- American Institute of Certified Planners (AICP) certificate
- Professional Transportation Planner (PTP) certificate

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: August 16, 2019