

**CLASS SPECIFICATION**  
**Transportation Director**

FLSA Status: Exempt  
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities of the Office of Transportation, including the bureaus of Engineering & Development, Transportation System Management, and Maintenance, the Transportation Planning Division and the Finance Division; plans, directs and integrates the programs, operations and personnel associated with the City's Office of Transportation; provides expert professional assistance and guidance to City officials and managers on engineering and transportation infrastructure management issues; represents the City in high-level meetings with community, business and professional organizations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class reports to an elected City Commissioner and is responsible for managing, directing and integrating broad, comprehensive transportation, traffic, engineering and public works construction and maintenance programs and services for the City to provide a viable and safe transportation system. Responsibilities are broad in scope, allow for a high degree of policy, program and administrative discretion and are evaluated in terms of overall effectiveness of the plans, services and physical infrastructure delivered by the transportation bureaus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Office of Transportation (PDOT); with subordinate bureau and division managers, develops, implements and monitors work plans to achieve PDOT mission, goals and performance measures; directs the development of and monitors performance against the biennial PDOT budget; manages and directs the development, implementation and evaluation of transportation work programs, plans, processes, systems and procedures to achieve City and PDOT goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of bureau and division managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the Office of Transportation; provides leadership and works with subordinate managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and PDOT's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Directs the development and implementation of initiatives and programs to enhance public awareness of the City's transportation infrastructure issues and challenges in a fiscally constrained environment; works to achieve transportation options and alternatives among the public.
5. Addresses civic groups and other organizations regarding PDOT activities and programs; meets with City bureau heads to coordinate PDOT activities that cross bureau lines of control; meets with community representatives to convey and receive information regarding transportation issues.
6. Directs and oversees the programs, initiatives and capital construction/maintenance activities of the Transportation Engineering & Development Bureau, including transportation system design, capital project construction, traffic design, development review, and right-of-way acquisition and management; the Transportation System Management Bureau, including traffic engineering, parking control and enforcement, transportation options, and signals/street lighting; the Maintenance Bureau, including street, sidewalk, structural, traffic and sewer maintenance; and the Transportation Planning Division.
7. Participates in meetings, conferences, conventions and other professional forums to keep abreast of transportation system trends and emerging strategies.
8. Assesses regional and local community needs and ensures PDOT objectives and priorities are focused on meeting those needs effectively, efficiently and with high-quality service and results.
9. Directs and oversees the preparation of analyses and recommendations regarding policy issues and long-range plans to address Portland's transportation needs; advises and counsels the City Council regarding policy issues to meet public requirements; advises and assists the City Council in identifying, articulating and implementing policies and programs.
10. Interprets City Council instructions and requests; makes interpretations of City ordinances, policies and applicable laws and regulations to ensure bureau compliance.
11. Directs and oversees the analysis of proposed federal and state legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; serves as the City's chief representative in dealings with other industry and governmental agencies, professional organizations and elected officials on transportation issues.
12. Directs the improvement of management systems, processes and measurement techniques to improve bureau operations and effectiveness.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

1. Theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a large, complex public works and transportation organization.
2. Principles, practices and techniques involved in the planning, design, construction and maintenance of a large, complex municipal transportation system and infrastructure.
3. Federal, state and local laws, regulations and court decisions applicable to PDOT.
4. Subordinate bureau functions and associated management, financial and public policy issues.
5. Principles and practices of budgeting, purchasing and maintenance of public records.
6. Social, political and environmental issues influencing program/project development and implementation.
7. Research methods and analysis techniques.
8. Principles and practices of effective human resource management and supervision.
9. Principles and practices of sound business communications.

### **Ability to:**

1. Plan, direct, manage and integrate a large, diverse line management organization focused on public works and transportation system planning, engineering, design, capital construction and maintenance/repair.
2. Define complex management, fiscal, budget and transportation issues; perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply city, state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
4. Analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on PDOT programs, operations and sources of revenue.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
7. Prepare clear, concise and comprehensive statements, correspondence, reports, studies and other written materials appropriate to diverse technical and nontechnical audiences.
8. Exercise sound, expert independent judgment within broad policy guidelines.

9. Exercise seasoned management and political acumen, tact and diplomacy in dealing with complex, sensitive and confidential issues regarding multiple and conflicting agendas and positions.
10. Establish and maintain highly effective working relationships with the Mayor, City commissioners, bureau directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in engineering, public or business administration, or a related field; and at least ten years of progressively responsible experience in a state or municipal transportation and public works organization, at least five of which were in a management capacity; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

914 TRANSPORTATION DIRECTOR. Adopted: 09-21-84; 07-01-92

June 2009 - Change Job Class number from 7050 to 30000420, due to system change.