

CLASS SPECIFICATION
Assistant to the Transportation Director

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, serves as an adviser to the Transportation Director; manages the administrative operations and internal communications for the office; performs difficult and responsible administrative and management assignments in support of bureaus activities, functions and programs; provides sound professional recommendations for action and significant assistance in formulating policies and procedures, primarily for internal programs and issues; and performs related duties as assigned..

DISTINGUISHING CHARACTERISTICS

The Assistant to the Transportation Director performs assessments and develops recommendations on a wide range of policy, management, administrative, facilities and other organization issues in support of the planning and execution of office and bureau mission, goals and objectives. Incumbents are expected to define and apply appropriate study methodologies and utilize analytical tools and techniques to achieve sound, reliable, fact-based conclusions and recommendations. Assignments are generally given in terms of expected objectives to be accomplished and work is evaluated on the basis of results achieved.

The Assistant to the Transportation Director is a single employee classification. It is distinguished from Assistant to the Bureau Director by the primary focus on internal rather than external policies and programs. Also an incumbent in this position would rarely represent the bureau director with the Mayor, the City Council, other City Bureaus or outside agencies and associations. It is distinguished from the Senior Management Analyst in that incumbents in this class have broader responsibilities and manage larger and more complex projects.

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, coordinates, organizes and conducts difficult administrative and management analysis studies relating to assigned issues and/or programs; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares and presents reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; and drafts reports, recommended policy change documents, and presentation materials for management.

2. Leads, participates in and/or assists in bureau strategic analysis and planning processes and in ensuring and monitoring progress in executing implementation action plans; convenes and facilitates committees and task forces; performs analytical assignments in conjunction with periodic updating and refinement of strategic objectives and action plans; prepares periodic reports and presentations on progress; drafts associated policy and other documents and materials required for implementation; coordinates and oversees analytic and administrative support for these efforts.
3. Performs difficult and responsible assignments in developing internal programs, policies and procedures; conducts cost analyses and other studies; develops and presents recommendations, ensuring compliance with City and office/bureau standards and procedures.
4. Provides oversight and coordination of the administrative operations of the Office of Transportation; manages highly sensitive and confidential personnel activities through the bureau management team.
5. Prepares and manages internal communications within the Office; coordinates external communication policies and practices related to the general operations of the Office; works with Commissioner's Office and other Council offices to resolve constituent and business complaints and issues.
6. Conducts research, analyzes data and prepares policy and procedure documents to address identified needs and issues; develops communications materials required for implementation.
7. Develops, presents and disseminates a wide variety of materials on assigned issues, including reports, procedures, manuals, handbooks, newsletters, communications memoranda, and briefing packets; identifies issues; obtains input and feedback; conducts research and analysis; and prepares recommendations, option papers and a variety of other supporting materials.
8. Participates in review, evaluation and decision-making regarding office or bureau programs, initiatives and procedures as a member of the director's senior management team
9. Performs a variety of office or bureau-specific program activities to accomplish work goals and objectives.

OTHER DUTIES

1. Oversees projects completed by outside consultants; monitors and reports on progress; ensure that deliverables meet bureau needs and contract requirements.
2. Attends and may participate on a variety of task forces and committees; represents Director in intra-office and inter-bureau activities and initiatives.
3. May supervise a small number of staff.
4. Manages and performs a variety of difficult and responsible special projects as assigned.

5. May manage and conduct outreach programs and activities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administrative, organizational, and procedural analysis.
2. Principles and practices of strategic planning and analysis.
3. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
4. Principles, tools and techniques of project planning and management.
5. Principles, practices and requirements associated with contract development and management.
6. Principles, practices and methods of municipal budget development and management.
7. Principles of human resources management
8. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Ability to:

1. Analyze complex administrative, operational, and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
3. Present conclusions and recommendations clearly, logically and persuasively to a diverse group of audiences.
4. Ensure the maintenance of all required files, records and documentation.
5. Coordinate multiple, complex projects and meet critical deadlines.
6. Exercise independent judgment and initiative within established guidelines.
7. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, the public and others encountered in the course of work.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
9. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.

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 major in business or public administration, finance or a closely related field; and at least four years of progressively responsible professional experience in administrative, management, operations, budgetary and similar analyses; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required for some assignments.

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.

Class History:

Adopted: 04/16/03

June 2009 - Change Job Class number from 7577 to 30000641, due to system change.