

**CLASS SPECIFICATION**  
**Transportation Systems Group Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes and directs the activities of the Office of Transportation's Transportation Systems Group, including traffic engineering/investigations, signal/street lighting, parking enforcement, and the development of transportation alternatives and improvements; develops, implements and evaluates group programs in accordance with the overall bureau mission, goals and objectives; improves group effectiveness and efficiency through technology, training and management planning; represents the group on the Office of Transportation's executive management team; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for planning, managing, directing and integrating programs, personnel and operations responsible for the coordination, development, integration and delivery of transportation systems, traffic engineering, traffic investigations, transportation options and parking control/enforcement services. This position reports to the Transportation Director and serves on the executive management team for the Office of Transportation. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

A person 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 Transportation Systems Group; with subordinate managers, develops, implements and monitors work plans to achieve the group mission, goals and performance measures; directs the development of and monitors performance against the group budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned managers and 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, subject to the Transportation Director and City management concurrence.

3. Provides leadership and works with 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, bureau's, and group's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment; provides leadership and promotes process and service improvement through the City's Service Improvement Initiative and other programs and activities.
4. Performs City-wide strategic planning for traffic, transportation and parking programs and services; improves the effectiveness and efficiency of group operations through the use of technology, training and management planning; monitors emerging issues effecting City transportation programs and services; develops and implements transportation and parking plans.
5. Directs and manages all traffic engineering and investigation activities through the City's Traffic Engineer; ensures the thousands of calls/requests for service are dealt with appropriately; directs the collection of annual traffic data and its use to resolve traffic problems; ensures correct effective traffic and parking control.
6. Directs and oversees the City's parking enforcement program involving parking citations and abandoned auto initiatives.
7. Directs and manages traffic signal and street light installation, operation and maintenance throughout the City, including 24/7 electrical maintenance and emergency response.
8. Develops, recommends and negotiates the group's budget, including capital and operating funds; determines appropriate staffing and expense levels to ensure the group has adequate resources to meet its mission, goals and objectives.
9. Represents the group on the Office of Transportation's executive management team. Works with the Bureau Director and other managers in setting and carrying out the Bureau's vision, mission and objectives for transportation, storm water, and wastewater collection systems.
10. Participates in major negotiations with contractors, consultants, vendors, and other public agencies.
11. Represents the Office of Transportation with various transportation systems-related committees, alliances, coalitions, councils, employee and neighborhood associations, business groups, school districts and other governmental agencies.
12. Directs the analysis of proposed legislation and regulations; participates in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs; represents the City with other industry and governmental agencies, professional organizations and elected officials.

13. Represents the group to the Commissioner-in-Charge and the City Council as designated.
14. Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address city and regional transportation system needs.
15. Advises the Transportation Director and the City Council regarding transportation infrastructure issues, programs, and projects for Transportation systems or the Bureau as a whole.

**OTHER DUTIES**

1. Provides lead technical expertise, guidance and focused management to the Project Development and the Transportation Options Divisions.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Theory, principles, practices and techniques of organization design and development, public administration, public financing, grant funding, financial management and strategic and long-range planning as they apply to a complex transportation systems operation.
2. Principles, practices and techniques involved in the development, implementation and management of a large, transportation systems operation.
3. Applicable federal, state and local laws, regulations and court decisions.
4. City functions and associated management, financial and public policy issues.
5. Social, political and environmental issues influencing program/project development and implementation.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communications.
8. Principles and practices of effective human resource management and supervision.
9. City human resource policies and labor contract provisions.

**Ability to:**

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Plan, organize and direct a complex transportation systems operation.

3. Understand, interpret, explain and apply City transportation, parking and traffic rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
4. Establish a broad, effective network of professionals within the transportation and economic development communities/disciplines.
5. Exercise expert independent judgment and initiative within established guidelines.
6. Present proposals and recommendations clearly and logically.
7. Represent the City effectively in dealings with other governmental agencies and the public on a variety of transportation, parking and traffic issues.
8. Communicate effectively orally and in writing.
9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employee and neighborhood associations, representatives of other governmental agencies, the public 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 major in public or business administration, management, urban planning, engineering or a related field; and at least ten years of progressively responsible administrative or management experience in the operation and maintenance of a transportation systems management program; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license and acceptable driving record.

**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: 12-05-07

June 2009 - Change Job Class number from 7053 to 30000854, due to system change.