

CLASS SPECIFICATION
Assistant Transportation Director

FLSA Status: Exempt

Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, leads and directs the development and implementation of the action agenda for the Portland Bureau of Transportation(PBOT); insures the provision of long range transportation planning, capital improvement projects and transportation system management through management of the Transportation Planning, Transportation Systems and Transportation Development Groups; assists the Transportation Director in charting and implementing the Bureau's strategic plan; facilitates communication and cooperation among bureau groups, sister agencies and regional partners; assumes full responsibility and acts as the Transportation Director as requested and in the Director's absence; provides guidance and direction to other Transportation functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating a number of transportation groups and serves a key operational role by having principal responsibility for overseeing the development and implementation of the bureau's action agenda. The incumbent assists the Transportation Director in setting strategic direction, provides operational and tactical guidance bureau-wide, facilitates communication and cooperation among bureau groups and acts in the Transportation Director's stead as needed. 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.

Assistant Transportation Director is distinguished from other transportation manager positions by the broad strategic and operational support to the Director, by its role in action agenda development, implementation and oversight, and by regularly serving in the Director's stead on key issues and in the Director's absence.

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 assigned groups; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and

procedures to achieve City and bureau 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 their 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; recommends 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 director and City management concurrence.
3. Provides leadership and works with assigned 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 bureau'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. Manages the development and implementation of bureau action agendas which address bureau's philosophy, mission, goals and outcomes for a specific period of time; manages the action agenda development process including oversight of contractors; communicates goals and outcomes; monitors bureau progress on achieving action agenda goals and initiates adjustments as needed to insure that goals are accomplished; drafts individual performance plans for assigned group managers; insures that action agenda goals are incorporated into performance plans bureau-wide.
5. Assists the director in working with the City's elected leadership to set and carry out the City's transportation vision, mission and objectives; assists the Director in charting and implementing the Bureau's strategic plan; develops and recommends strategies and initiatives.
6. Ensures effective transportation planning and policy development through oversight of Transportation Planning Group, which identifies projects that fit overall regional transportation plan, develops transportation policy and coordinates with regional partners; ensures policies are established, documented and incorporated into operating procedures; works with group manager and staff on policy development and clarification; reviews and authorizes operational procedures; improves efficiency, responsiveness and effectiveness of services and programs.
7. Ensures the effective delivery of traffic engineering, parking enforcement, street lighting, traffic signals and transportation alternatives through oversight of the Transportation Systems Group; works with group manager in strategic planning of services; supports operational effectiveness; provides policy guidance and interpretation.
8. Ensures the completion of significant transportation capital projects and the effective oversight and permitting of development activities that affect the transportation system through oversight of the Capital and Development Group; works with group manager to

improve project management and operational effectiveness; promotes and facilitates cross-group communications and cooperation; directs the development of and monitors performance against the bureau capital budget.

9. Acts as the Transportation Director for assigned projects, issues and in the Director's absence; serves as point person on key strategic initiatives; interacts with elected officials and City bureau directors to discuss initiatives, strategies or concerns at both broad and detailed levels; provides general guidance, advice, policy interpretation, and policy direction to all PBOT groups, as needed and in Bureau Director's absence.
10. As requested, represents the Portland Bureau of Transportation in meetings with community and business organizations, county and state officials and legislators, educational institutions and other constituencies; participates on the City's behalf in meetings with professional organizations.
11. Monitors and analyzes proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; represents the City with other governmental agencies, professional organizations and elected officials.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Strategic planning and implementation.
2. Process improvement identification and implementation.
3. Principles and practices involved in the development, implementation and management of a large, transportation systems operation.
4. Theory, principles and practices of long range planning and cooperative regional transportation and urban planning.
5. Transportation policy development and implementation.
6. Principles and practices of effective management of capital construction projects.
7. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
8. Federal, state and local laws applicable to areas of responsibility.
9. Research methods and analysis techniques.
10. City Code, procedures and requirements for contract review and approval.

11. Principles and practices of effective management and supervision, with an emphasis on emotional intelligence and grooming future leaders.

12. City human resources policies and labor contract provisions.

Ability to:

1. Plan and direct the operations of large complex transportation functions.
2. Manage key strategic initiatives from conception to completion, including coordination with other City bureaus, elected officials and regional partners.
3. Understand, interpret, explain and apply City transportation regulations, policies and procedures and applicable local, state and federal legislation and regulations.
4. Represent the City effectively in dealings with other governmental agencies and the public on a variety of transportation issues.
5. Develop and modify transportation policies.
6. Analyze and make sound recommendations on complex regulatory, program management, operational, management issues.
7. Present information, proposals and recommendations clearly and persuasively in public settings.
8. Exercise sound expert independent judgments within general policy guidelines.
9. Interact effectively, engage in problem solving and team building, and promote effective cooperation and communication.
10. Establish and maintain effective working relationships with the Mayor, Commissioners, City executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.

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, business management, transportation planning, civil engineering, or a closely related field; and at least ten years of progressively responsible administrative or management experience in a large, complex transportation or public works program, at least five years of which were in a supervisory or management capacity; or an equivalent combination of training and experience. A master's degree is preferred.

Licenses; Certificates; Special Requirements:

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: November 20, 2013