

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Transportation Services Manager	CLASS. CODE: 0122
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Public Works Director	DATE: 7/1/2002

Job Summary:

Responsible for operating and planning the City's transportation system. Supervises and provides guidance to Transportation Services staff.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Manages, supervises and directs daily activities of the Transportation Services Division related to policy interpretations and implementations, allocation of resources and technical accuracy.
2. Hires new employees and prepares formal evaluation of employee performance. Supports and trains management team.
3. Reviews City Council staff reports submitted by the division.
4. Assists the Director in establishing and carrying out department goals, objectives and policies by serving on the Public Works Management Team.
5. Prepares, reviews, approves and consolidates section budgets and controls annual budget for the division. Represents the division at the Budget Committee hearings.
6. Represents division at City Council meetings and presents and responds to questions as needed.
7. Develops goals and work plans and assures objectives and goals are met.
8. Represents City of Salem at forums including but not limited to Oregon Legislature, Oregon Transportation Commission, League of Oregon Cities, etc.

Important Job Functions

1. Provides traffic engineering and transportation planning expertise to the Public Works Departments and other City departments.
2. Communicates with the public and media.
3. Seeks grant funding for transportation capital and planning projects.
4. Attends meetings and conferences as required.
5. Performs other duties as required by Public Works Director.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Automobile
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in Civil Engineering, Urban Planning or a related field; and,

Ten (10) or more years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

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License(s) and Certification(s):

- Professional Engineering License and/or American Institute of Certified Planners certification required.
- American Management Association Certificate of Management (or equivalent) desired.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Traffic engineering, transportation planning and land-use planning principles.
- Personnel and asset management, budgeting and project management principles.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of groups.
- Manage and supervise staff.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, professional/municipal associations, media, government agencies, the City Manager and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.