

Position Specification

City Government

Director of Transportation & Mobility

The Company

Our client has won countless awards, including Best Places to Live, Best Places to Work, and Best Places to Raise Kids. They feature a wide variety of neighborhoods and urban living centers that are perfect for both families and young professionals. More than 95% of neighborhoods are represented by homeowner associations and neighborhood associations working together with city government to make this City a great place to live. They also offer some of the best award-winning schools in the area.

The Position

Location

Southwest United States

Overview

Creates and oversees the implementation of long and short-range planning for transportation facilities and programs. Provides professional counsel and technical advice to City Management, City Council, City Plan Commission, and Department staff on matters relating to the operation, management, and policy and program development of the Traffic and Transportation Department. Administers and manages intergovernmental relations on transportation issues and serves as the liaison to related transportation agencies. Manages and evaluates subordinates.

Reporting Relationship

This position reports directly to the Assistant City Manager-Development Services.

Responsibilities

- Functions as the department head of traffic and transportation.
- Administers, manages, and provides guidance on the annual budget process.
- Prepares and reviews design and contract documents for engineering improvements and purchases; construction/installation of signals, signs, street markings, and traffic control plans; engineering analysis of traffic problems.
- Administers the City's street lighting program.
- Develops, coordinates, and implements the objectives of the department, including performance measures and service improvements.
- Creates and oversees the implementation of long and short-range planning for transportation facilities and programs (which includes developing strategies to enhance external funding of transportation-related projects and provides for long term infrastructure needs).

- Reviews roadway construction plans, schematics and traffic studies proposed by other state agencies, engineering firms, planners, and developers to determine their proposed impact on the City and recommend appropriate actions.
- Serves as liaison to all transportation-related agencies of the state, county, surrounding cities, Council of Governments, Dallas Area Rapid Transit, Chamber of Commerce, and local utility companies to coordinate transportation-related programs and projects.
- Accurately represents City position to the public and media.
- Administers consultant contracts in compliance with City and State requirements.
- Develops presentations and communicates to the City Plan Commission and City Council on traffic-related issues.
- Represents the City in claims filed against the City.
- Communicates courteously and effectively in person, by phone, and in writing, with other employees, elected officials, media, and public.
- Keeps abreast of new developments and federal, state and local laws/regulations as it applies to traffic and transportation.
- Selects, trains, motivates and evaluates personnel and coordinates staff training as needed.
- Reads, prepares, reviews, interprets and analyzes maps, plans, data, reports and related documents.
- Operates computer for word processing and other appropriate applications.
- Drives to various locations to visit job sites, observe traffic conditions, and attend meetings.
- Must be able to see and hear at level to work safely in traffic and construction area(s) that may be at various heights and noise levels.
- Works indoors and outdoors in adverse conditions such as temperature extremes, heights, and noise.
- Works extended hours as needed.

Travel

Less than 25%

The Candidate

Education

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Transportation, or related field. Master's in Public or Business Administration is highly desirable.

Professional Qualifications

Five years of progressively responsible experience is required in transportation planning and engineering, preferably with municipal, state or county government which includes supervisory/administrative management experience in transportation and civil engineering design, construction, planning or related fields.

Personal Characteristics

- Strong interpersonal skills and ability to communicate, build relationships, and manage effectively at all levels of the agency.
- Excellent problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Good communication skills with the ability to effectively and influentially present to large and small internal and external groups as needed.
- Strong negotiation and coordination skills.
- A collaborative leader who works well with others and can motivate and cooperate across functions.
- Calm under fire and can handle complexity, multiple demands and pace while staying level-headed and professional.
- A leader and team-oriented consensus builder who understands how to achieve buy-in from diverse constituencies.

To learn more about this opportunity or provide a confidential referral, please contact:

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Please use this reference code in the subject line of your response:
Reference Code: 534-03_Dir-Transportation&Mobility_PPI

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