



Deputy Transportation Director

Department: Transportation & Parking

Pay Grade: A18

FLSA Status: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.

JOB SUMMARY

Performs professional planning and project management with emphasis on transportation planning; provides technical support to the Department on transportation matters; represents the Department and the City on transportation boards and committees; and does related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists in preparation of the city's comprehensive plan and various sector and corridor studies;
- Provides assistance and support to the Director in the direction and management of the department;
- Acts as department second in command and as Director in Director's absence;
- Manages consultant contracts;
- Administers transportation-related federal and state grants;
- Manages transit grant programs; researches private and public grant opportunities; prepares and submits grant applications; collates information from varied sources for Federal and State reports; prepares and submits grant requests for reimbursement; researches capital equipment and contract opportunities; documents compliance with Federal, State and local purchasing protocols; prepares documentation and bid specifications for grant funded purchases;
- Participates in personnel actions including hiring and disciplinary actions;
- Provides or coordinates management staff training; works with employees to correct deficiencies;
- Responsible for the City's transportation planning program including the implementation of transportation policy recommendations in the City's Comprehensive Plan;

- Enforces Adequate Public Facility standards for motorized, non-motorized and vehicular transportation;
- Manages the City's participation in regional transportation planning projects;
- Serves on or provides liaison to transportation-related committees;
- Reviews traffic impact studies prepared in connection with development proposals;
- Collects, tabulates, analyzes and presents data for written, graphic and oral reports;
- Provides written staff reports and presents reports to the Planning Commission;
- Coordinates with other city departments and with state, county, and regional agencies;
- Responds to general public inquiries pertaining to zoning and subdivision code requirements;
- Develops and/or implements various transit programs and policies to comply with State of Maryland and Federal Government Regulations including public outreach and participation, National Transit Database Reporting, Drug and Alcohol Testing Program, Title VI, Equal Employment Opportunity Program, quarterly reports to State transit agency, etc.; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience

Bachelor's Degree in Planning, from an accredited university; and four (4) years of related experience to include some experience in grants management.

Special Qualifications:

None.

Knowledge, Skills and Abilities:

- Knowledge of planning principles and practices;
- Knowledge of transportation planning techniques, to include estimating and projecting trip generation and distribution and understanding of land use and transportation relationships;
- Skill using good judgment, tact and courtesy;
- Ability to establish and maintain effective working relationships and to effectively communicate orally and in writing;
- Ability to prepare charts and maps and interpret statistical data;
- Ability to organize and implement work programs with specific time lines;
- Ability to deal effectively with the public and citizen advisory groups;
- Ability to operate small office equipment, including copy machines or multi-line telephone systems;
- Ability to operate computers for data entry, word processing and/or accounting purposes;
- Ability to operate highly technical computer applications, such as GIS or CAD;
- Ability to create and guide implementation of capital improvement plans or programs; and

- Ability to create plans for and guide implementation of new technology systems.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Grasping ability: sufficient to apply pressure to an object with the fingers and palm.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Talking ability: sufficient to express or exchange ideas by means of the spoken word including those situations in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual ability: sufficient to read and write reports, correspondence, instructions, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is performed in an environment where errors on the part of the employee can lead to significant physical or mental consequences for them or others.