



CITY OF CAMARILLO

**Deputy Director Public
Works/Transportation**

Job Code: 530

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Directs, manages, supervises, and coordinates the activities and operations of the Transportation Division within the Public Works Department including traffic engineering, transportation planning, and transit operations; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director, Public Works.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the Transportation Division including traffic engineering, transportation planning, and transit operations.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned transportation staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates transportation personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.
6. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Develops division priorities and identifies short- and long-range goals for the Transportation Division including local and regional transportation needs.
8. Develops estimates of necessary consulting services and future capital equipment needs; prepares and issues RFP's; selects consultants; administers schedules, expenditures, and contract compliance.
9. Identifies and applies for state and federal grants as necessary; oversees grant related requirements including regular reporting, budget expenditures, and request for reimbursements.

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10. Conducts traffic studies to evaluate the impact of new development on traffic flow; recommends appropriate mitigation to reduce traffic impacts; conducts long-range traffic forecasting, development reviews, plan checks, and traffic mitigation programs.
11. Directs the preparation of plans and specifications for traffic signal installation and maintenance and related projects; conducts traffic signal timing studies; plans for the replacement or upgrading of equipment and expansion of the City's traffic signal system.
12. Plans, directs, and manages the operations of the City's transit system; conducts route planning and equipment needs studies and monitors system performance; ensures system compliance with state and federal laws; markets the program, researches, and makes capital purchases.
13. Manages the investigation of traffic-related citizen service requests including the determination, communication and implementation of appropriate responses; directs a traffic safety program to identify high accident locations and reduce traffic accidents.
14. Serves as the liaison for the Transportation Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and makes presentations to City and regional committees and commissions and the public; represents the City on legal matters related to traffic issues.
16. Provides responsible staff assistance to the Director, Public Works; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to transportation programs, policies, and procedures as appropriate.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of transportation including traffic engineering, transportation planning, and transit operations; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive municipal transportation program including traffic engineering, transportation planning, and transit operations.
- Advanced principles and practices of engineering, traffic, transportation and transit systems.
- Advanced methods and techniques used in the preparation of traffic, transportation and transit projects, related plans, specifications, cost estimates and reports.
- Principles and practices of program development and administration.
- Principles, practices, theories, and applications of traffic engineering and safety.
- Principles and practices of traffic engineering design and planning.
- Advanced methods, techniques, and procedures involved in the construction and maintenance of traffic signal and control devices.
- Street design and street and traffic control systems.

Methods and techniques for detailed report preparation and writing.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices of municipal budget preparation and administration.
Principles and practices of supervision, training and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations including federal and state laws regulating traffic and transportation.

Ability to:

Oversee and participate in the management of a comprehensive transportation program including traffic engineering, transportation planning, and transit operations.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer budgets.
Prepare clear and concise administrative and financial reports.
Perform professional engineering work, including project design, surveying and analysis.
Read and interpret complex data, information and documents including technical illustrations, blueprints, maps, plans, and specifications.
Plan and develop safe and effective traffic and transportation systems.
Plan and organize work to meet changing priorities and deadlines.
Analyze emergency situations and respond decisively and effectively.
Meet the public in situations requiring diplomacy and tact.
Utilize public relations techniques in respond to inquiries and complaints and in organize effective programs to inform and educate the public.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in traffic or civil engineering or a related field.

Experience:

Eight years of increasingly responsible professional traffic systems engineering experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.
Possession of a State of California Certificate of Registration as a Traffic Engineer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Johnson & Associates