

CITY OF HELENA



Position Title: Transportation Systems Director

Department: Transportation Systems **Division:** Administration

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The work performed by this position involves the leadership, coordination and oversight of the Transportation Systems Department. The position is responsible to plan, direct, manage, and oversee the programs, activities and operations of the Transportation Systems Department including Streets, Sidewalks, Traffic, Transit, Fleet, Parking, Code Enforcement, GIS and Engineering duties; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex support to the City Manager.

This position is highly visible and must provide outstanding customer service through direct communication with the public, interactions with elected bodies and or with merchants and businesses.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Department Management and Administration

This position will assume full management responsibility for all Transportation Systems Department services, programs, operations and activities including Streets/Traffic, Sidewalks, GIS, Transit, Fleet, Parking, Code Enforcement and Engineering duties.

The incumbent will manage the development and implementation of Transportation Systems Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and allocate resources accordingly.

The Transportation Systems Director will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.

Personnel Management

This position will be responsible to ensure that Transportation Systems Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training; coach employees to correct deficiencies; implement discipline and termination procedures; and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

Internal and External Public Relations

The Transportation Systems Director will represent the department to other City departments, elected officials, and outside agencies; explain and interpret Transportation Systems Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate department activities with those of other City departments and outside agencies and organizations; provide staff assistance to the City Manager and City Commission; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the department.

The position will participate in public information campaigns; prepare and present speeches; draft and edit pamphlets and news articles for radio and television. The incumbent will also be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

The incumbent will assume responsibility to various local State and Federal regulatory boards and agencies for the City's streets, transit, code enforcement and parking programs.

Fiscal Management and Human Resources

This position will manage, assemble and oversee the development and administration of the Transportation Systems Department budget and professional growth strategies; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. The position will also be required to ensure that the Department appropriately applies for and administers grants received for transportation systems projects.

This position will oversee complex human talent strategies and activities; the incumbent will be responsible for developing career ladders for employee advancement within the Department and through other City Departments.

Safety Administration

The Transportation Systems Director is responsible to abide by the City of Helena and department/division work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all City safety standards and protocol.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Principles and techniques used in emergency disaster situations.
- Advanced principles of municipal engineering services.
- Current and future trends affecting Transportation Systems.
- Principles of supervision, management, motivation and leadership.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Public works, CIP, construction and infrastructure maintenance
- APWA best practices for streets, sidewalk, CIP and maintenance activities
- Enterprise Fund and General Fund management
- Human Resource Development best practices

Skill or ability to:

- Provide administrative and professional leadership and direction for the Transportation Systems Department.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Transportation Systems services.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff. Develop human talent to ensure long term engagement by employees
- Identify and respond to community, City Manager, and City Commissioners' issues, concerns, and needs.
- 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, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and financial reports.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Periodically present information to the City Commission and prepare relevant tools to enhance knowledge exchange.

Physical Demands:

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites

and locations. May at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires training equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering (transportation), business management, finance, public administration or a related field. A Master's degree in a related area is preferred but not required. The position requires six years of progressively responsible civil engineering, public works services, streets, transit, public administration or related experience including four years of management and supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire. APWA membership and certifications highly desirable.

Possession of, or ability to obtain, registration as a Professional Engineer in the State of Montana is preferred but not required.

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

Exercises direct supervision over management, supervisory, professional, technical and clerical staff of the department. Responsible for all employees of the Helena Transportation Systems Department.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.