



Assistant Director of Transportation

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
011	Exempt	1 – Officials/Administrators	Unrepresented	12	REV 5-11	1117	1 of 2

DEFINITION: Under general supervision; manages, plans, and organizes the District’s transportation supervision and Operations Control functions; and provides technical direction and supervision over assigned managerial, professional, supervisory, technical and administrative support staff.

REPORTS TO: The Chief Operating Officer, or designee

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Manages, plans, coordinates, and evaluates the effectiveness of the District’s Services Supervision functions, including transportation (“road”) supervision and the Operations Control Center.
- Acts as Director of Transportation on a temporary basis, in the absence of the Director.
- Implements and manages new technology in the Department, including Computer-aided Dispatch and Automatic Vehicle Locator (CAD/AVL) applications, and oversees training on new technology for staff as needed.
- Works closely with department and division level managers in Transportation, Maintenance, and Planning to ensure an effective operational process.
- Assists in the development and implementation of District service goals, objectives, policies, procedures, and work plans.
- Develops and presents written and oral reports and analyses on a wide variety of highly complex transportation delivery issues to a wide variety of audiences.
- Participates in various labor/management committees and projects, and participates in problem solving, grievance resolution, and other related labor relations activities.
- Recommends the appointment of staff, provides or coordinates staff training, works with employees to correct deficiencies, implements discipline procedures, and recommends employee terminations.
- Provides technical direction to managerial, professional, and technical staff in carrying out transportation services supervision functions.
- Prepares and administers the budget of the Services Supervision unit of the Transportation Department.
- Travels to work sites and locations within or outside the District to oversee programs and functions.
- Develops, implements, and administers a variety of special projects, and provides staff assistance to the Chief Operating Officer.
- Performs related duties, as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Director of Service Supervision
est. November 1999
Rev. 9/04, & 4/08. This revision
& title change 5/11

Approved by Mary V. King, Interim General Manager

Date



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MINIMUM QUALIFICATIONS:

Knowledge of: Principles, policies, and practices of operating a mass transportation system; principles and practices of service supervision; effective employee management techniques, including training, staff and organizational development, leadership, team building, motivation and conflict resolution; computer-aided dispatch and automatic vehicle locator (CAD/AVL) applications; business report writing; pertinent local, state and federal laws, rules and regulations and collective bargaining agreements; industrial safety rules; modern office systems, and current software programs for word processing, databases, and spreadsheets at the intermediate level of proficiency.

Ability To: Manage and direct the work of professional, technical, and clerical staff responsible for a large and complex transportation program; effectively train and evaluate staff; effectively use computer -aided dispatch and automatic vehicle locator (CAD/AVL) applications to manage service on the street; coordinate with other department managers to improve service; prepare and administer a department budget; apply collaborative work strategies and gain the cooperation of employees; analyze technical issues, problems, and reports and develop alternative solutions; prepare and/or analyze and evaluate comprehensive written reports and data, and make recommendations; make effective oral presentations to a variety of audiences; and establish and maintain positive working relationships with those encountered in the course of work using principles of excellent customer service.

Experience: Five (5) years of experience in transportation operations at the supervisory or management level.

Education: Equivalent to a Bachelor’s Degree from an accredited four-year college or university in transportation planning, public administration, business administration or a directly related field. Additional experience above the minimum in a directly relevant field will be considered in lieu of education on a year-for-year basis.

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment. (2) Must maintain the mobility necessary to travel to other locations within the AC Transit District.

Special Requirement : (1) May be required to work outside regular business hours based on the demands of the job. (2) Must possess or obtain, and maintain a valid Class C California Driver license, and meet the District’s driving standards.

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