



Director of Transportation

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
009	Exempt	1 – Officials/Administrators	Unrepresented	14	REV 5-11	1117	1 of 2

DEFINITION: Under administrative direction; manages, plans, and organizes the delivery of transportation services for all operating divisions; 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 the following:

- Manages, plans, coordinates, and evaluates the delivery of District-wide transportation services at all transportation operating divisions.
- Works closely with department and division level managers in Transportation and Maintenance to ensure the effective assigning, scheduling, and dispatching of bus drivers and vehicles.
- Develops and implements transportation 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.
- Manages complex data analysis projects, oversees the maintenance of records systems and databases for transportation delivery tracking and research purposes, and administers complex programs and assigned special projects.
- 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 and/or approves employee terminations.
- Provides technical direction to managerial, professional, and technical staff in carrying out transportation functions.
- Prepares and administers the budget 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 Transportation Officer.
- May be required to temporarily replace or act in the position of the Chief Operating Officer, and may be required to perform some or all of that senior staff member's essential functions in such situations.
- 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.	Established 11/99 & 8/04. Rev 10/06 & 5/11	_____ Approved by Mary V. King, Interim General Manager Date
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Knowledge of: Principles, policies, and practices of operating a mass transportation system; budget administration; supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution; business report writing; pertinent local, state and federal laws, rules and regulations and collective bargaining agreements; industrial safety rules; basic statistics; modern office systems; and personal computers and current software programs for word processing, databases, and spreadsheets.

Ability To: Supervise and direct the work of managerial, professional, technical, and clerical staff responsible for a large and complex transportation program; effectively train and evaluate staff; 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 with recommendations; stay abreast of current and imminent advances in public transit technologies; make effective oral presentations to a variety of audiences; and establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of excellent customer service.

Experience: Five (5) years of increasingly responsible experience in transportation operations that included three (3) years of supervisory or management level transportation experience. Additional experience over the minimum will be considered in lieu of the required education on a year-for-year basis.

Education/Training: 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.

Physical Requirements: (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. (2) Must maintain the physical ability and mobility necessary to safely drive a District automobile, and travel to the various District facilities.

License/Certification: Possession of, or ability to obtain a valid California Class C Driver's license and meet the District's driving standards.

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