



City of Irving Job Description
Assistant Traffic & Transportation Director

FLSA Status:	EXEMPT	Job Department:	Traffic & Transportation
Job Code:	T021	Reports To (Job Title):	Traffic & Transportation

PURPOSE

To assist in the direction and review of Traffic & Transportation Department activities and operations, and to direct and coordinate the activities of the traffic signal, traffic operations, investigations and general office division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Assist in the development, planning, and implementation of Traffic & Transportation Department goals and objectives.
- Recommend and administer policies and procedures.
- Supervise the activities of the transportation engineers.
- Participate and implement the departmental operating budget.
- Review transportation studies as required.
- Coordinate department activities with other departments, outside agencies, and organizations.
- Prepare and present staff reports and other necessary correspondence.
- Participate in the development, forecast, administration, and monitoring of the department budget.
- Review zoning applications and subdivision plats and makes appropriate recommendations.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serve as the department liaison to the Planning and Zoning Commission.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 50-65 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Participates in the development and management of two (2) assigned budgets, Traffic Operations Division Budget and Automated Red Light Camera Budget.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree in Civil Engineering from an accredited four-year college or university with major course work in transportation.

EXPERIENCE

- Five (5) years of experience in professional traffic engineering, including at least two (2) years at a supervisory level.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- State of Texas Licensed Professional Engineer (P.E.), or obtain within six (6) months of hire.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Accounting: Principles and practices including general ledger, accounts payable, and accounts receivable.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.

- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Functional Supervision:** Motivating, developing, and directing people as they work.
- **Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Personnel Resources:** Motivating, developing, and directing people as they work, and identifying the best people for the job.
- **Service Orientation:** Actively looking for ways to help people.
- **Direction and Instructional Comprehension:** Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Negotiate:** Bringing others together to reconcile differences.
- **Sequencing:** Correctly following a given rule or set of rules to arrange things or actions.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.
- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Reading Comprehension:** Reading and interpreting documents.
- **Judgment and Decision Making:** Weighing the relative costs / benefits of a potential action.
- **Self-Management:** Working independently and without supervision.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Serves as liaison with various regional and state agencies, utility companies, contractors, consulting and engineering firms, and other external organizations on matters relating to transportation.

EQUIPMENT AND PROPERTY

This position utilizes a city vehicle, computer, and a cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee frequently is required to drive a vehicle, listen, see, talk, and/or walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.