

CITY OF GLENDALE

TITLE:	Transportation Director	CLASS CODE:	729
REPORTS TO:	Deputy City Manager	GRADE:	54
DEPARTMENT:	Transportation	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs administrative and professional traffic engineering work of substantial difficulty in planning and directing the activities and staff of the Traffic Engineering Department.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities and staff of the administrative and operations divisions of the Traffic Engineering Department.
2. Establishes departmental policies, procedures and guidelines and coordinates activities of the department with other city departments.
3. Prepares and monitors the department budget in accordance with program goals and objectives.
4. Directs professional staff studies and investigations of citizen complaints; reviews findings; determines the need for signals, signs, markings, school crossings, street lighting and other traffic control devices.
5. Directs studies to determine traffic volumes and capacities and establish timing for individual intersections and system timing relationships.
6. Reviews subdivision plans, development site plans and street construction plans for conformance to traffic engineering standards.
7. Represents the interests of the City of Glendale in dealings with the Arizona Department of Transportation, the City of Phoenix and the Maricopa Association of Governments regarding traffic and transportation issues.
8. Prepares and makes presentations to the City Council, Planning and Zoning Commission and other boards on traffic engineering issues and projects.
9. Reviews standards and specifications and authorizes the purchase of specialized lighting equipment and supplies.
10. Conducts research and analysis, reviews data, develops recommendations and prepares reports as requested.

SECONDARY FUNCTIONS:

11. Serves on various city committees
12. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Theory, principles and practices of traffic engineering, transportation planning and geometric design.

Statistical and research procedures as applied to traffic engineering problems.

Traffic laws and regulations and standards and specifications for traffic control equipment.

Principles and practices of management and public administration.

Ability to:

Plan, organize, assign and supervise the work of a staff of professional, technical and field employees.

Establish and maintain effective working relationships with city officials, developers, other agencies and the general public.

Review survey data, traffic statistics and related information, analyze findings, prepare recommendations and reports.

Communicate effectively both verbally and in writing.

WORKING CONDITIONS:

Office Setting

MINIMUM QUALIFICATIONS:

Bachelor's Degree in traffic engineering or civil engineering or a related field and ten years of increasingly responsible experience in traffic engineering with two years of management experience. Master's Degree is preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills and ability is qualifying.

SPECIAL REQUIREMENTS:

Registration as a Professional Engineer in the State of Arizona.

Valid Arizona driver's license.