

Code: 7540

Title: TRANSPORTATION DIRECTOR

SUMMARY: Under administrative direction; performs work of unusual difficulty planning, organizing, directing and managing the activities of the Department of Transportation; performs statutory requirements of County Engineer and Superintendent of Streets; and performs related work as required. This classification is responsible for planning, directing, coordinating and administering the functions and activities of the Department of Transportation. It serves as the Pima County Engineer and the Superintendent of Streets in accordance with Arizona Revised Statutes. This classification is distinguished from all other classifications by its statutory responsibility for these functions.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs the functions and activities of the County Department of Transportation;
Plans, organizes and directs all alternative transportation functions and programs, including airports, bikeways and mass transportation;
Plans, organizes and directs the activities of the county improvement districts;
Develops departmental policies and procedures consistent with County policies;
Implements and employs a system of responsible accounting and management procedures including, but not limited to procurement, personnel, accounting, data processing and contract development;
Provides engineering guidance for design or field work on large and complex projects;
Establishes and maintains contact with other governmental agencies, special interest groups and the general public to resolve problems, address issues and discuss program objectives and goals;
Writes professional, technical and administrative reports and papers;
Uses seal of registration as a Professional Engineer to stamp all engineering plans, subdivision plats and maps prepared;
Directs and presents major studies and recommendations;
May direct the county subdivision and development review activities on behalf of other county departments;
Serves on committees or commissions as assigned.

KNOWLEDGE & SKILLS:

Knowledge of:

- the theories, principles and practices of transportation and related public works projects;
- the principles and practices of organizational theory, management and public policy process.

Skill in:

- planning, organizing, assigning, supervising and inspecting the work of professional and technical personnel;
- evaluating and solving highly complex engineering problems;
- writing professional and technical reports;
- establishing and maintaining effective working relationships with subordinates, other county departments, other governmental jurisdictions, the professional engineering and construction community and the general public;
- communicating effectively, clearly and concisely, both verbally and in writing.

DESIRED QUALIFICATIONS:

The equivalent of a bachelor's degree from an accredited college or university with a major in civil engineering and ten years of progressively responsible professional civil engineering experience, four of which must have been in an administrative or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Engineer is required at time of appointment. Registration in the State of Arizona as a Professional Engineer is required within six months from the date of appointment.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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