

CITY OF ROSEVILLE

ALTERNATIVE TRANSPORTATION MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Alternative Transportation Division with the Public Works Department; to coordinate Alternative Transportation Division activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Public Works.

SUPERVISION EXERCISED AND RECEIVED

Receives administrative direction from the Director of Public Works.

Exercises direct supervision over assigned management, supervisory, professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct alternative transportation activities including Roseville Transit, bikeways and bicycle education programs, and the City's Transportation Demand Management (TDM) program.

Direct, oversee and participate in the development of the Alternative Transportation Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Plan and implement transit, bikeway, pedestrian and TDM program short and long term plans and studies.

Assist with obtaining federal, state, and local funds; oversee the use of federal, state, and local funds related to alternative transportation function.

Review and recommend award of transit contract; oversee contract operations.

Prepare the Transportation and Bikeways Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

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Act as the primary staff contact for the Transportation Commission; direct the preparation of agendas and all agenda items for the Transportation Commission.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of managing public transportation.

Principles and practices of managing Transportation Demand Management programs.

Principles and practices of managing Bikeway and Pedestrian programs.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Federal Transportation Authority Best Practices Manual and Grant Funding Guidelines.

Transit practices and operations.

Principles and practices of contract management.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the alternative transportation operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem

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solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Speak in public setting.

Experience and Training

Experience:

Five years of increasingly responsible experience in the operation of a transit system or transportation administration, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, Planning, Civil Engineering, or a related field.

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License or Certificate

Possession of a valid California driver's license by date of appointment.

06-29-16

05-12-07 Alternative Transportation Manager

07-01-03 Transportation & Bikeway Division Manager

09-15-98

06-12-97