

Classification Specification  
**TRANSPORTATION MANAGER**

Date Prepared: April 2022

FLSA Status: Exempt

Date Revised:

**GENERAL DESCRIPTION**

Responsibilities include serving as the lead staff for responsibilities relating to the agency's function as a Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO). May include serving as a working project manager for high-level and complex projects.

Positions in this classification exercise considerable independent judgment to manage day-to-day activities.

**ESSENTIAL JOB FUNCTIONS**

- Serves as lead for development of the Unified Planning Work Program (UPWP).
- Serves as the lead for monthly UPWP invoices and annual UPWP report.
- Serves as the agency's Title VI Officer.
- Monitors and analyzes UPWP budget and funding allocations.
- Participates in the MPO/RTPO quarterly meetings at request of Executive Director.
- Monitors emerging State and Federal legislation as it relates to transportation planning and MPO and RTPO requirements.
- Ensures that transportation planning programs and projects adhere to all relevant rules and regulations.
- Participates in transportation stakeholder and steering committee meetings at request of Executive Director.
- Participates in agency single audit, as needed.
- Serves as lead staff of the Transportation Policy Board.
- Reviews contracts funded through federal transportation funds, coordinates with Washington State Department of Transportation on contracting for federally funded projects and ensures Disadvantage Business Enterprise (DBE) compliance.
- Oversees annual obligation tracking, and development of project list for sanctioned/redistributed funds.
- Oversees completion of, or participates in development of, required transportation work products, including:
  - Regional Transportation Plan
  - Regional Transportation Improvement Plan
  - Call for Federal Transportation projects
  - Performance Measure tracking
  - Support to local partners for annual obligations
  - Required reporting
  - Convening the Technical Advisory Committee
  - ITS Architecture
  - Human Services Plan
  - State and local multimodal planning, including active transportation and freight planning
  - Other required elements as identified in the UPWP

- Conducts complex studies related to transportation and associated areas such as land use, community and economic development, or environment.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding, training, and technical assistance opportunities.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Communicates and interacts with policy makers, executives and administrators of other organizations at the request of the Executive Director.
- Provides technical and administrative staff support for appointed committees, workgroups, and stakeholder groups on transportation planning issues.
- Identifies, develops, and conducts public involvement and education processes.
- Responds to public inquiries with data and information.
- Prepares and presents oral and visual reports to Council, Policy Board, committees, community groups, and private organizations.
- Serves as a working project manager for complex and sensitive projects and programs.

#### **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

#### **DISTINGUISHING FEATURES**

Positions in the Transportation Manager classification are distinguished by the high level of independent responsibility for the agency's transportation work program.

#### **WORKING CONDITIONS**

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

#### **EDUCATION & EXPERIENCE**

##### **EXPERIENCE – MINIMUM:**

- Five years of experience that provides the applicant with comprehensive knowledge of planning principles, practices, and techniques as they relate to transportation.
- Three years of project management and experience with budget responsibilities, must be included in the five years of experience.

##### **EDUCATION – MINIMUM:**

Bachelor's degree in urban or regional planning or a related field such as geography, transportation, economics, political science, or environmental studies.

##### **PREFERRED:**

Master's degree in planning or related field.

##### **OR SUBSTITUTING**

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to transportation.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Supervisory principles and practices.
- More than one specialized area of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Lead and motivate others.
- Work independently.
- Manage complex projects.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reviews. Manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relations with agency members, planning staff, agency staff, and the community.

## **SPECIAL REQUIREMENTS**

May be required to work evenings and weekends.

## **LICENSES/CERTIFICATES**

A current Washington State Driver's License may be required.