

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.