

DIRECTOR OF TRANSPORTATION

Position: Director of Transportation

Department: Transportation

FLSA Status: Exempt

Reports to: Executive Director

Revision date: March 2021

Supervises: Transportation Planners, Safe Routes to School Coordinator, Transit Operations Manager, Transit Operations Assistant

Gives work direction to: Transportation Planners, Safe Routes to School Coordinator, Transit Operations Manager, Transit Operations Assistant

POSITION SUMMARY

At will position appointed by and under the general direction of the Executive Director. Responsible for the planning, administering, and supervising of INRCOG's Transportation programs including MPO, INRTA, and transit. Oversees all administrative aspects of OnBoard Public Transit, a service of the Iowa Northland Regional Transit Commission and INRCOG. Provides technical assistance to member cities and counties. Assures compliance with local, state, and federal codes and standards.

ESSENTIAL JOB DUTIES

- In cooperation with the Transportation Planners and Safe Routes to School Coordinator, plans, directs, implements, and participates in the daily operation of the transportation department to meet the requirements of local, state, and federal regulations and policies.
- In conjunction with the INRTC Operations Manager, plans, directs, coordinates, and implements the delivery of the operation of OnBoard Public Transit to meet requirements of local, state, and federal regulations and policies, including, but not limited to Iowa Department of Transportation and Federal Transit Administration regulations.
- Plans, prioritizes, schedules, assigns, directs, supervises, and evaluates the work of department staff.
- In conjunction with the Executive Director, recruits, selects, trains, counsels, evaluates, and disciplines department staff. Approves requests for time off.
- Coordinates the researching, writing, and implementation of grant applications and proposals for a variety of programs and projects including the annual INRTC Consolidated Grant Application.
- In consultation with the INRTC Operations Manager, plans for and executes the procurement of transit vehicles.
- Participates in the preparation, implementation, and monitoring of all agreements and contracts, union and non-union.
- Assists with the planning and development of metropolitan and regional bicycle and pedestrian systems.
- Consults with the Executive Director regarding personnel issues, department projects, priorities, and budget issues.
- Directs and administers the transportation programs, TPWP, grants, contracts, and progress reports.
- Advises the Transportation Technical Committee(s), Transportation Policy Boards(s) and Regional Transit Commission Advisory Committee.

- Develops, implements, and evaluates certified transportation plans containing long- and short-range elements that conform to federal and state statutes.
- Provides for an annual updated Transportation Improvement Program (TIP).
- Surveys and compiles data on area development, traffic, and transit programs and monitors project development through technical evaluations.
- Maintains region-wide transportation planning for members of INRCOG's six-county area.
- Conducts research and develops a wide range of regional and metropolitan transportation studies.
- Evaluates current services provided by INRTC and anticipates needed transit programs and services.
- Responsible for effective fiscal management of INRCOG's transportation programs, including assisting the Executive Director in the preparation of the annual budget for the MPO, INRTA, SRTS Partnership and INRTC.
- Coordinates ongoing and future traffic planning efforts among the local government jurisdictions.
- Provides assistance to local governments, citizens, and interest groups with obtaining transportation related information.
- Monitors work of department employees for compliance with local, state, and federal policies and regulations.
- Prepares, maintains, updates, and completes required reports to regulatory agencies.
- Assists in the design and development of geographic related applications.
- Travels to, attends, and participates in various meetings of transportation committees, city councils, etc., and apprises committee members of issues relating to project status and development.
- Responds to inquiries from the public, contractors, developers, and other public and community officials.
- Prepares and maintains a variety of logs and reports relating to employees, work projects and assignments, and other related activities.
- Responsible for compliance activity including contract negotiations.
- Assures compliance with Title VI of the Civil Rights Act and serves as the Title VI Coordinator for INRCOG and INRTC programs.
- Contributes to a quality work environment by establishing and maintaining high job-related personal standards and acts as a role model for other employees by exhibiting strong leadership traits.
- All other job duties as assigned by the Executive Director.

INCIDENTAL JOB DUTIES

- Assists in desktop mapping and GIS functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Extensive knowledge of the organization and function of municipal, county, and state government.
- Extensive knowledge of standard principles and practices used in transportation planning and programming.
- Extensive knowledge of the travel demand model process, input, and interpretation of forecast data.
- Extensive knowledge of local planning, zoning and traffic codes, and other related laws ordinances, and regulations.

- Extensive knowledge of bicycle and pedestrian planning practices.
- Working knowledge of TPMS and PTMS Programming.
- Extensive knowledge of transit planning practices.
- Working knowledge of TransCAD software and GIS.
- Understanding of principles and practices used in fleet maintenance and scheduling of transit drivers.
- Ability to perform standard arithmetic and statistical calculations.
- Ability to access, read, interpret, and apply technical information, including local and state traffic codes, and other related ordinances, laws, and regulations.
- Ability to solve a variety of problems quickly and independently.
- Ability to detect deviations and variances from established regulations and skill in identifying appropriate corrections.
- Ability to proficiently operate standard office equipment and a personal computer with software programs for word processing, spreadsheets, e-mail, internet, and various planning and transportation applications.
- Ability to interact with the public, contractors, developers, and other public officials in a positive, courteous manner.
- Ability to establish effective working relationships with assigned employees, coworkers, and supervisors.
- Basic knowledge of bookkeeping and accounting functions.
- Knowledge of basic procurement processes and financial tracking.
- Knowledge of and/or experience working with labor unions.
- Ability to effectively plan, prioritize, schedule, assign, direct, supervise, and evaluate the work of assigned employees.
- Ability to communicate clearly, both orally and in writing, and to organize and verbally present complex and technical material in a manner that is easy to understand.
- Ability to maintain accurate records.
- Ability to safely perform a range of physical activity including walking, standing, bending, twisting, kneeling, using hands and arms to grasp or reach, and lifting, carrying, pushing, and pulling.
- Ability to attend work regularly at the designated time and place and the ability to work under strict time constraints.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six county region to meet with elected and appointed officials.

ENTRY REQUIREMENTS

Education/Training: Bachelor's degree in Planning, Business Administration/Management, or Public Administration with an emphasis on Transportation Planning or related field preferred; Master's Degree in preferred;

and

Work Experience: Minimum of five years of metropolitan and/or regional transportation planning and/or transit operations/planning experience, of which one year should be supervisory experience.

or

An equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: None, except State of Iowa Drivers License or ability to provide own transportation and driver for frequent travel.

Required post-offer physical examinations: Employer may require a physical examination that complies with state and federal guidelines.

Required drug testing: Subject to Iowa DOT drug and alcohol testing requirements.

Residency requirement: None

Other testing required: Employment contingent upon satisfactorily passing an oral interview process.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a six-county area; and working directly with elected and appointed public officials. Work may also involve frequent interruptions.

HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six-county region and to various locations within the state is required.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

Executive Director

Date

Department Director

Date