



CLASSIFICATION NO. 357
Established: 11/94
Reactivated: 7/09
Revised and Re-titled: 10/14
FLSA: Exempt
EEO: 1

ASSISTANT DIRECTOR, TRANSPORTATION AND DEVELOPMENT

CLASS CHARACTERISTICS

Under administrative direction, to plan, organize, direct and manage the administrative and program operations of assigned functional service areas within the Department of Transportation and Development; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Transportation and Development (DTD) provides a variety of services to County residents and businesses through its Divisions: Building Codes and Code Enforcement, Planning and Zoning, Transportation Engineering and Office of the Surveyor, Transportation Maintenance, Solid Waste and Resource Management, Business and Administrative Services, Dog Services, Special District #5, Street Lighting and the Development Agency (Urban Renewal).

The Assistant Director, Transportation and Development is responsible for planning, coordinating and administering a comprehensive system of management functions in accordance with revenue and expenditure limitations, department requirements and legal guidelines. Incumbents provide direction to division management within their functional service areas to facilitate strategic planning, program development, establishment of annual goals and objectives, personnel management and customer service improvements. The Assistant Director performs operational and managerial services as requested to support the DTD Director and may act as the director in his/her absence.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and recommends new and revised policies, programs, goals and objectives; establishes priorities and directs, with division managers, the preparation of the Department's strategic plans, annual work programs and outcome reporting; monitors division operations for customer service improvement success in achieving target performance metrics and compliance with Federal, State and local statutes, rules, regulations and ordinances; develops effective management programs and systems for special services and assigned areas of responsibility.
2. Assists the Director in the administration of department programs and operations including coordination of staff, consultants and contractors; facilitates and coordinates revenue and resource sharing among the various divisions; develops systems and controls to improve quality of business processes and performance; promotes excellence in customer service , executes customer service enhancement programs and assists in the development of

improved internal communications standards with department management, the County Administrator and the Board of County Commissioners (BCC).

3. In cooperation with the Director, hires and directs division management and other staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts, coordinates and/or facilitates staff training and development programs; promotes professionalism and cooperative team efforts among staff, department personnel and with other County departments
4. Assists the department director and management leadership team with division and department budget development and administration; reviews and analyzes financial, operating and investment policies; researches and recommends funding sources and cost control measures; accountable for the propriety of expenditures and establishes financial initiatives and standards.
5. Represents the department, division and programs to public and private agencies and groups; makes technical presentations before commissions, boards and the public; responds to citizen inquiries and complaints in a timely and effective manner; researches, mediates and resolves technical, sensitive and/or controversial issues and concerns for internal and external customers; coordinates department work efforts and objectives with other county departments or divisions and the community; represents the department to elected officials, outside agencies, the community and media.
6. Provides consultation and direction to divisions on personnel issues such as discipline, grievances, staffing, recruitments, employee development, employee relations, promotions and layoffs; may participate in the collective bargaining process as a member of the negotiating team.
7. Works closely and in concert with County Administration and Public and Government Affairs regarding state, regional and local issues related to DTD; monitors and evaluates legislation, regulations and other issues and their potential impact on DTD and regularly updates department director; establishes rapport, builds coalitions and coordinates with similar departments or agencies in order to support, oppose or amend pending litigation and/or legislative proposals; provides and coordinates information and testimony before legislative committees, regulatory agencies and other appropriate bodies.

Within the Development Services area:

8. Serves as an authority and resource in urban renewal and physical development; actively participates with state and area associations, organizations and business and community leaders concerning development specialties and needs.
9. Manages the development, negotiation, approval, implementation and monitoring of development agreements, complex real estate and financial negotiations, often with multiple parties and partnerships; oversees property acquisition, disposal and maintenance agreements.

Within the Engineering Services area:

10. Manages the capital improvement programs; oversees traffic and road statute administration.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, including personnel management, program planning and budget, grant and contract administration; State and local regulations, rules, codes and ordinances and environmental, social, economic and legal issues related to County transportation planning, land use, urban renewal, economic development, road engineering, road maintenance, environmental protection and building restrictions; Federal, State and local government operating methods, procedures, funding sources and financing methods; principles, methods and procedures of city, county, regional and statewide planning; rules, functions and authority of State and local planning and economic development commissions and agencies; participative management theories; labor relations procedures; techniques of mediation, negotiation public relations; principles of community organization and citizen involvement.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; facilitate consensus building and problem solving; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests and grant proposals; review contracts for compliance with County policies and legal requirements; analyze and evaluate comprehensive research studies utilizing various sources of information; prepare clear and concise reports; interpret and apply appropriate laws, regulations and codes; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with the public and other County personnel, special interest groups, elected officials and other public and private agencies.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

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