



CLASSIFICATION NO. 783

Established: 11/86

Revised: 1/93, 12/07

FLSA: Exempt

EEO: 1

## **DIRECTOR, DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

### **CLASS CHARACTERISTICS**

Under policy direction, to plan, organize, direct and manage the Department of Transportation and Development; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Transportation and Development (DTD) provides programs and services to County residents and businesses through seven divisions, the Clackamas County Development Agency and Street Lighting District Number 5. Divisions include Planning and Development Review, Building Codes, Engineering and Development Services, Transportation Maintenance, County Surveyor, Community Environment and Dog Services.

The Director of Transportation and Development reports to the County Administrator and participates as a member of the County's Executive Management Team to facilitate effective and quality service delivery in all County programs. The incumbent is responsible for fulfilling Department mission, goals and objectives as established by the Board of County Commissioners. The incumbent directs, develops and implements the department's policies and priorities and provides administrative direction to division managers.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops and implements new and revised policies; establishes mission and goals, standards and objectives; oversees the preparation of the department's annual program plans; directs the planning and organizing of programs through division managers; ensures provision of services is in compliance with County, Regional, State and Federal statutes, rules, regulations, codes and ordinances.
2. Participates in national, regional and state organizations, commissions and task forces to promote and coordinate intergovernmental programs; meets with citizens and business representatives to discuss specific issues or hear appeals; prepares and delivers written communications and oral presentations and testimony to congressional representatives, Oregon Legislature and the Board of County Commissioners, advisory boards, local government bodies and civic groups regarding Department policies, programs and projects.
3. Hires and directs department management staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.

4. Directs the development of annual and supplemental budgets; presents budget proposals to County budget committee and Board of County Commissioners; oversees the monitoring of revenues and expenditures; researches alternative funding sources including preparing and/or approving grant proposals and bond issues; prioritizes expenditures for services and capital improvement projects based on plan goals; negotiates intergovernmental agreements.
5. Directs fee administration related to development services, dog services and transportation maintenance and construction projects; determines projects and programs to be contracted to outside providers; approves contract specifications and change orders and payment to contractors as delegated by the Board of County Commissioners; negotiates contracts, lease and other agreements.
6. Promotes department activities and programs with business associations, citizen groups and the public; evaluates and responds to complaints of employees, citizens and other government agencies.
7. Participates as a member of the management bargaining team and directs the departmental administration of the bargaining contracts.

### **REQUIRED KNOWLEDGE AND SKILLS**

Comprehensive knowledge of: Principles, methods and techniques of public administration, organizational development, personnel management and budgeting; participative management theories; department functions in land use planning and permitting, land development and surveying, urban renewal transportation engineering, road maintenance, environmental protection, building requirements and dog services.

Thorough knowledge of: Applicable federal, state and local statutes and regulations; funding sources and financing methods; labor relations procedures and collective bargaining practices; federal, state and local government operating methods and procedures; techniques of mediation, conflict resolution; negotiation and public relations; principles and techniques of contract preparation, negotiation and administration; principles and practices of project/construction management and engineering/architectural terms and public contracting law applicable to capital improvement projects.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; 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; 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 outside agencies, elected officials, County employees and the public; understand, interpret and apply Federal, State and local statutes, rules and regulations relevant to Department policies and procedures; train, direct, evaluate and supervise management, professional and technical personnel in multi-disciplinary team activities.

## **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 nine (9) 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.