

City of San José
CLASS SPECIFICATION

Title: Senior Transportation Specialist (3879)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Transportation	Deputy Director or Division Manager	Exempt

CLASS SUMMARY

Under general direction, performs highly complex and sensitive work in the development of the City's transportation policy, and in the planning and implementation of transportation demand programming; Manages an assigned section, and plans, directs, and evaluates the work of a group of professional and sub-professional employees. Manages high level grant administrative issues and coordination with Federal, State and Local Government agencies to ensure grant compliance. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest class in the Transportation Specialist classification responsible for dealing with sensitive issues in transportation policy development, planning and analysis as well as transportation demand management. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned transportation management program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class differs from the next lower class of Associate Transportation Specialist in that the incumbents of the latter class may lead the work of assigned staff, but are not responsible for managing a section of professional and technical staff. This class differs from the next higher position of Division Manager in that incumbents of the latter class are normally assigned full responsibility for the administration of a major division consisting of large professional and technical staff engaged in the research, design, development and inspection of major engineering, construction, maintenance and related programs.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's Degree from an accredited college or university in transportation planning, city and regional planning, urban studies, civil engineering, or closely related field, AND five (5) years of increasingly responsible experience in transportation development programs including two (2) years of project management. A Master's Degree from an accredited college or university is desirable.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

City of San José
CLASS SPECIFICATION

Title: Senior Transportation Specialist (3879)

- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Collaboration – Develops networks and builds alliances; engages in cross-functional activities.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans, assigns, directs and evaluates the work of a group of professional and sub-professional employees.	Daily
2.	Supports programs designed to encourage the public to utilize alternative methods of transportation aligned with the City's short and long term goals and objectives for an integrated transportation system.	Daily
3.	Manages high level grant administrative issues (Compliance, Auditing, Reporting), and coordination with Federal, State and Local Government agencies to ensure grant compliance.	Daily

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4.	Supports grant project development and prepares projects to receive Federal, State and Local grant funds.	Weekly
5.	Performs highly technical support in developing the City's transportation policy guidelines for the legislative review process. Provides advance notification/monitoring of significant legislative issues and/or other activities which affect development and maintenance of city's transportation system. Acts to position the City in a leadership role to influence local and regional transportation funding policies. Provides timely reports to City management and Council concerning significant transportation developments and recommendations for new programs or policies.	Weekly
6.	Recommends City transportation policy guidelines.	Weekly
7.	Serves as principal contact with other City staff in developing transportation and land use policies and represents City on various government and private sector committees at local, regional, state and national levels.	Weekly
8.	Directs preparation of memoranda and reports to Council concerning on-going transportation programs, local and regional planning studies, emerging transportation policy, programming or implementation changes.	Intermittent
9.	Analyzes existing transportation programs and alternatives and recommends changes or policies to accomplish City transportation program goals.	Intermittent
10.	Identifies potential sources of funding for transportation projects and initiates grant proposals; reviews and analyzes grant opportunities to determine and recommend projects for submittal.	Intermittent
11.	Initiates state and federal transportation legislation in cooperation with legislative research specialists and participates in the drafting of legislative language.	Intermittent
12.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;

City of San José
CLASS SPECIFICATION

Title: Senior Transportation Specialist (3879)

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 3/86, Rev. 4/86, Rev. & Ret. 9/90 (Formerly Transportation Systems Management Coordinator), Rev. 09/17; s001*