

SENIOR TRANSPORTATION COORDINATOR

DEFINITION

Under direction, performs the most specialized and complex professional transportation planning work involving policy development and project design, implementation and oversight; organizes, coordinates and implements complex transportation projects from beginning to end; provides highly responsible professional support to the Base Reuse Director; and performs related work as assigned.

DISTINGUISHING FEATURES

This is the advanced journey level in the professional Transportation Coordinator series. This position is distinguished from the Transportation Coordinator by the higher level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the nature of stakeholder engagement and the public contact made. Employees perform the most difficult and responsible types of duties including assuming direct responsibility for developing and recommending strategic and technical approaches to resolving transportation problems, and providing direct supervision over technical and administrative support staff and technical and functional supervision over professional staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility which may vary according to work assignment.

EXAMPLES OF DUTIES

1. Plan and conduct the most complex transportation planning and service delivery studies including documentation of service performance, service analysis, recommendations for service enhancements, and discussion of pertinent issues.
2. Recommend and assist in the implementation of transportation planning goals and objectives; establish schedules and methods for transportation projects; and implement policies and procedures.
3. Oversee and coordinate complex and highly diverse transportation activities, programs, projects, plans and functions; develop schedules and methods to accomplish complex transportation projects ensuring work is completed in a timely and efficient manner.
4. Prepare requests for proposals and related documents; negotiate and administer contracts with project participants and service providers; supervise and coordinate the work of consultants and contractors.
5. Prepare grant proposals, applications and related materials, project descriptions and progress reports; monitor grant administration and the expenditure of grant related funds.
6. Manage and coordinate complex transportation research and analysis, including long-range studies.
7. Prepare and administer project budgets and schedules; prepare cost estimates for budget recommendations; submit justifications for potential projects; monitor and control expenditure.
8. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
9. Participate in departmental budget preparation and administration; identify and resolve potential conflicts or issues.
10. Prepare, review and present various reports, resolutions and studies, including City Council staff reports and project status reports.
11. Provide staff support to various boards and commissions and lead staff support to the Transportation Commission.
12. Plan, prioritize, and review the work of assigned staff; participate in training and evaluating the activities of staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in transportation planning, engineering, systems analysis involving urban and regional transportation planning, urban studies, or a

closely related field.

Experience: Two years of responsible experience performing urban and regional transportation planning activities equivalent to a Transportation Coordinator with the City of Alameda.

Knowledge

Knowledge of transportation planning concepts, methods and procedures; principles and practices of transportation data collection and presentation; traffic demand management; current developments and trend in transportation planning including potential service enhancements and environmental regulations issues; functions of state, regional and local transportation agencies; transportation funding sources and mechanisms at federal, state, regional and local levels; applicable laws and regulations; principles and practices of technical and functional supervision and training.

Ability

Ability to perform the most complex duties related to transportation planning; effectively coordinate and perform transportation planning work with speed and accuracy; coordinate assigned activities, programs, projects, plans and functions; compile, analyze and interpret data; conduct studies and prepare reports and summaries; identify and interpret technical and numerical information; establish and maintain accurate records; interpret and apply federal, state and local laws and regulations; operate designated computer equipment and software; draw valid conclusions and project consequences of decisions and recommendations; observe and problem solve operational and technical policy and procedures; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with City staff, consultants, representatives from other cities and agencies, residents, and community and business representatives; Provide supervision over assigned staff; effectively train staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.