

CITY OF ARCADIA
TRANSPORTATION SERVICES MANAGER

DEFINITION

Under direction, to administer and perform a wide variety of journey level professional, administrative, analytical, and coordination support duties for the Arcadia transit system, AQMD programs, Rideshare, congestion management plan, multi-modal transportation efforts, and short-range transit plan; and to provide highly responsible and complex staff assistance to the City Engineer and Assistant City Manager/Development Services Director.

SUPERVISION EXERCISED

May exercise technical and functional supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide professional journey level staff assistance and coordination in support of assigned functions including the Arcadia transit system, AQMD programs, Rideshare, congestion management plan, and short range transit plan, or other specialized Division programs.

Participate in the development and implementation of new or revised transportation programs, systems, procedures, and methods of operation.

Compile and analyze data and make recommendations regarding transportation program needs; assist in the development and implementation of policies; assist in the preparation of supporting program documents.

Participate in the preparation and administration of assigned budgets; provide fiscal forecasting; maintain and monitor appropriate budgeting and expenditure controls.

Research, collect, compile, and analyze information from various sources on a variety of specialized topics including complex transportation or administrative issues; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.

Manage and administer the Arcadia Transit System including contract management and administration, planning, operations, finance, policy development, and reporting.

Administer the Proposition A/C Local Return Program including project development, reporting, and budgeting.

Manage and/or assist with multi-modal transportation planning and construction efforts, including bicycle and pedestrian improvements, car share, microtransit, etc.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Administer the AQMD/Rideshare Program (AB27766); act as the City Employee Transportation Coordinator.

Prepare grant applications for transportation or other related programs and projects.

Prepare contracts, agreements, scope of work, and requests for proposal for transportation related programs and projects.

Monitor and respond to complaints and additional service requests.

Conduct special projects such as Compressed Natural Gas (CNG) for Citywide application.

Develop and prepare the Congestion Management Plan (CMP).

Conduct vehicle inspections and performance of the Arcadia Transit System for contract supervision/compliance.

Conduct surveys and perform research and statistical analyses on transit and transportation problems or issues.

Manage or assist with planning and construction of bicycle and pedestrian improvements.

Manage or assist with planning and implementation of new technologies for transportation improvements and efficiencies.

Monitor legislation and analyze proposed legislation to determine impact on transportation operations and programs.

Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding transportation programs and services; receive and respond to complaints and questions relating to transportation; review problems and recommend corrective actions.

Attend meetings as a representative for the assigned division; prepare, administer, and monitor programs.

Coordinate and participate in the preparation and review of assigned bids; prepare quotations regarding transit and transportation; assist in contract negotiations; monitor compliance with applicable contractual agreements.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Municipal and/or regional bus and rail transit operations.

Principles and practices of public sector transportation.

Purchasing process, including bid specification and request for proposal preparation.

Bicycle and Pedestrian route planning, connectivity, and improvements.

General principles and techniques of transit management and program administration.

General principles and practices of budget development, preparation, and expenditure control.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Pertinent Federal, State, and local laws, codes, and regulations pertaining to transit operations, congestion management, and air quality.

Principles and practices related to assigned transit and transportation programs and new technologies.

Research and reporting methods, techniques, and procedures.

Current computer software applications and electronic grant preparation.

Sources of information related to a broad range of transportation programs, services and functions.

Public relations techniques and methods.

Modern office practices, methods, and computer equipment.

Principles and procedures of financial, statistical, and administrative record keeping.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage and administer transit contracts.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of public transit goals.

Present written and oral reports to City management, Council, or regional boards on a variety of transportation issues.

Research, analyze, and evaluate programs, policies, and procedures.

Manage or assist with multi-modal transportation planning and construction efforts, including bicycle and pedestrian improvements, car share, microtransit, etc.

Develop and prepare an assigned budget and control expenditures.

Prepare clear and concise correspondence and reports on a variety of transportation and public transit issues.

Effectively administer a variety of programs, functions, and administrative activities.

Conduct research on a wide variety of administrative topics including grant funding and service contract feasibility.

Interpret and apply administrative and division policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Four years of responsible administrative and analytical experience involving transit or transportation programs. Experience with the collection, compilation, and analysis of transportation and public transit data desirable

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, urban planning, transportation, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: February 2008

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