

**MAJOR FUNCTION**

This is responsible professional, technical and administrative work directing the transportation mitigation functions of the City. Work involves the managerial control over the operations of transportation mitigation projects and programs. Work is performed under the administrative direction of the Assistant Director of Growth Management; work requires the exercise of initiative, discretion, and judgment in performing daily operations. Work is reviewed by observation of results, written reports and through conferences.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assigns, directs, and evaluates work of subordinates professional, technical, and clerical personnel. Plans, organizes, supervises, and coordinates Blueprint 2000 activities with the Capital Region Transportation Agency, City of Tallahassee, Leon County and FDOT. Projects include transportation, stormwater, water quality, greenways, and recreational activities. Provides agency participation in ongoing Tallahassee and Leon County studies. Prepares and administers section budget. Studies the geometric design of streets, highways, abutting lands, and the traffic operations. Studies traffic conditions from fixed locations, vehicles, or aircraft to detect unsafe or congested situations. Observes locations of possible alternative routes or need for corrective action. Evaluates statistical and physical data requiring such conditions as vehicle count per mile, pavement capacity and projected future traffic loads. Makes recommendations and implements immediate plans for engineering improvements to eliminate or reduce accident potential as well as make capacity improvements. Studies City traffic control devices, such as signal lights, traffic signs, pavement markings, and street lighting to ensure maximum efficiency, controlling, guidance, and safeguarding of vehicular and pedestrian traffic. Develops quality and productivity improvement capabilities to improve services and effectiveness. Coordinates with other departments the development of long-range specific projects for traffic engineering improvement in the City. Supervises the collection of data. Compiles reports and budget presentation incidental to transportation mitigation functions. Represents Transportation Mitigation Management at City Commission meetings. Prepares and presents agenda items for the City Commission. Recommends the selection, transfer, promotion, demotion, grievance resolution, discipline and termination of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Engages in community involvement issues and or activities, including working with neighborhood groups and citizen committees that relate specifically to primary duties and responsibilities. Prepares City agenda requests. Assists with statewide transportation policy. Reviews state and local planning legislation. Undertakes special transportation projects and studies. Confers with citizens, businesspeople, and government officials to resolve complaints concerning traffic problems. Coordinates with the county, state and federal officials in developing financial assistance for specific projects. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles, techniques, and theories of transportation mitigation. Thorough knowledge of project planning, including stormwater, water quality, transportation, greenways, parks, and recreation. Thorough knowledge of street design and geometrics as they relate to transportation planning and capacity accounting. Thorough knowledge of current developments and literature in the field of transportation mitigation and funding. Thorough knowledge of the interrelationship between planning and other physical and social planning activities. Ability to

analyze complex municipal problems, develop innovative solutions and implement programs which effectively meet the needs of the agency. Thorough knowledge of modern management methods and techniques. Considerable knowledge of the principles of supervision, training, and performance evaluation. Ability to plan, assign, direct and review the work of a large number of employees directly and through subordinate supervision. Ability to present facts and recommendations effectively. Ability to develop and maintain effective working relationships as necessitated by the work. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself effectively and concisely orally and in writing. Strong leadership, professional judgment, decision making and problem-solving skills. Excellent interpersonal facilitation and communication skills. Skill in the use of personal computers and the associated programs and applications necessary for job performance. Proficiency in using QRS (Quick Response System) Modeling software.

Minimum Training and Experience

Possession of a master's degree in traffic engineering, planning or civil engineering with major course work in transportation or a related field and three years of professional experience that includes transportation engineering or transportation planning; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 07-28-10

Revised: 01-23-24