

# CITY OF BELLINGHAM

## JOB DESCRIPTION

**JOB TITLE:** Assistant Director of Public Works - Transportation

**E-PLAN**  
**SG:E2-16**

**DEPARTMENT:** Public Works - Transportation

**CS:N**  
**FLSA:N**  
**EEO4CODE:OA**

### **JOB SUMMARY:**

Responsible for planning, organizing, staffing, directing, and controlling the Transportation Division of the Public Works Department. Oversees daily operations and assists the Director in developing and carrying out strategic plans, programs, budgets, policies, procedures, and initiatives of the division. Works collaboratively with other divisions, departments, and outside groups to accomplish the work, mission, goals, and vision of the Public Works Department and City.

Ensures compliance with department and city policies and procedures, collective bargaining agreements and legal requirements. Promotes the Public Service competencies of service orientation, results orientation and teamwork and cooperation. Ensures projects, tasks and responsibilities are accomplished in an effective and cost-efficient manner. Develops relationships with staff, other departments and individuals outside City government that encourage participation, teamwork, effective relationships and use of resources. Represents the department in public involvement initiatives and engages with elected officials, other policy makers, and citizens while maintaining a professional approach and demeanor in all activities.

### **SUPERVISORY RELATIONSHIP:**

Reports to the Public Works Director. Work is performed under general guidance and direction and the guidance of applicable local, state, and federal regulations, policies and procedures. Serves as a senior member of the Public Works management team. Works independently to provide supervision, guidance, and direction to Transportation Division Staff. May act in responsible charge in the Director's absence, as assigned.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Provides technical, administrative, and fiscal oversight and direction for the Transportation Division of the Public Works Department including program planning and management, budget preparation, and personnel administration.
2. Provides leadership and direction in the development and implementation of strategic short and long-range plans, programs, goals, performance measures and objectives for the Transportation Division in alignment with overall Departmental goals and objectives.
3. Oversees assigned services and activities of the Public Works Transportation Division including the City's Fleet Services, Traffic operations, Signs and Markings, Signal systems, Fiber Optic Network, Parking Operations and Facilities
4. Facilitates and coordinates cooperative planning in conjunction with other divisions, departments, outside governmental agencies, and community groups as required.

5. Supervises division management staff in compliance with City policies and procedures. Oversees and reviews the work of direct reports. Provides leadership and motivation to work teams. Hires staff members and manages performance in consultation with the Director and Human Resources. Includes providing for appropriate training, conducting regular performance appraisals, and administering corrective action.
6. Manages employee relations for the Division. Establishes systems for communication and cooperation among and with staff through periodic staff meetings, individual meetings, and other appropriate means. Ensures supervisors accomplish annual staff performance appraisals and performance development plans. Consults with supervisors regarding personnel actions. Handles labor relations issues arising out of the work area in compliance with labor agreements and personnel policies.
7. Represents the Department internally and externally. Presents reports, recommendations, budgets, and issues for resolution to department heads, Mayor, City Council, boards and commissions, including summarizing data and statistics and analyzing findings. May represent the department director at public meetings of citizens or special interest groups and other public settings. Serves on boards and committees.
8. Acts as a technical resource to management and employees. Keeps current in new developments in the field through professional membership, attendance at conferences, networking with other professionals, research and reading. Uses this contemporary knowledge for program, work system, and service delivery improvements.
9. Directs activities with available personnel and in compliance with guidelines, procedures, and regulations. Identifies trends and problems hindering progress and develops and implements recommendations for problem resolution with appropriate management and staff.
10. Directs or conducts research to obtain required data for policy, procedure or program establishment or review, as assigned. Reviews, interprets, and prepares data to analyze, prepares reports, and makes recommendations about which programs and/or major project proposals should be initiated, modified or dropped.

**ADDITIONAL WORK PERFORMED:**

1. Performs related work of a similar nature and level.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

Knowledge of:

- Thorough working knowledge of Public Works Department operations and procedures and the operations of other City departments with related responsibilities.
- Working knowledge of relevant government and/or community institutions, organizations, procedures and processes, and pertinent federal, state, and local regulations. Familiarity with area neighborhood issues and transportation concerns.
- Fiscal management including budget preparation, grant and contract administration, service and intergovernmental contract administration, cost and budget analysis, expenditure control and records management.
- Government processes, including legislative, regulatory, agency mandates and local authority.
- Applicable local, state, and federal laws, rules, regulations, policies and procedures related to the areas of assignment.
- Computer operation and a variety of software including work processing, spreadsheet, database, and other applications specific to the area of assignment.

- Safety and security hazards, precautions, standards, policies, and procedures pertinent to the area of assignment.

**Skill in:**

- Leadership and supervisory skills, problem analysis and resolution, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management skills.
- Strategic planning and development of short and long-term plans and programs.
- Estimating and analyzing costs and effectiveness of programs, monitoring information, working accurately with numbers, and interpreting statistical information.
- Communicating effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing and directing preparation of comprehensive written reports, materials, and correspondence.

**Ability to:**

- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Use tact, discretion, respect, persuasion, diplomacy, and courtesy to gain the cooperation of others and establish and maintain effective teams and a professional relationship and rapport with public officials, representatives of other agencies or entities, department heads, co-workers, employees and diverse members of the public.
- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Communicate accurate information and ideas with others;
  - Frequently move between work sites;
  - Infrequently traverse uneven terrain such as work sites or undeveloped land.

**WORKING ENVIRONMENT:**

Work is performed in an office setting with extensive work at a computer workstation, along with some time spent outdoors with exposure to all weather conditions on City streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Some travel to professional meetings is expected. This is a position with minimal to moderate physical exertion requirements.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in civil engineering, business, public administration, planning, or related field required.
- Five (5) years progressively responsible significant management experience in municipal Public Works, including three (3) years of supervisory experience required
- Registration as a Professional Engineer in Washington, Professional Traffic Operations Engineer (PTOE), American Institute of Certified Planner (AICP), or Master's degree preferred.
- Demonstrated experience in traffic operations and infrastructure maintenance preferred.

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

**PREPARED BY:** A. Sullivan

**REVIEWED BY:** \_\_\_\_\_  
Eric Johnston  
Director, Public Works