

CITY OF CARSON

Title: MANAGER - TRANSPORTATION SERVICES

Job Summary:

Under general direction, to manage the operation of the Transportation Service Division in the Department of Recreation & Community Services; exercises complex management, technical and administrative responsibility for various transportation modes and programs; serves as a member of the primary emergency response team.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, staffs, directs and controls departmental transportation program modes and services.
2. Supervises the development and implementation of transportation related projects.
3. Administers the Carson Circuit, Dial-A-Taxi and Senior Paratransit Service contracts and agreements with outside vendors, consultants, or agencies, including procuring, monitoring and analyzing operational performance.
4. Prepares transportation grant applications.
5. Manages all Transportation activities funded through proposition A and C allocations.
6. Manages various city transportation modes, such as senior paratransit and recreation transit for disposition of vehicles and related personnel.
7. Coordinates and administers multi-jurisdictional Transportation Demand Management programs.
8. Implement Rule 2202 Rideshare program with multiple ETC staff.
9. Manages and coordinates implementation of the transportation mandates of the American with Disabilities Act.
10. Participates in the planning and evaluation of Transportation programs with city departments.
11. Prepares and administers the division budget, prepares resolutions, bid specs, request for proposals and formal reports.
12. Develops and implements marketing plans and materials for transportation services.
13. Supervises, trains, and evaluates personnel.
14. Serves a primary response team in case of emergency or disaster in a position assigned by the City Emergency Plan.
15. Implements federal reporting requirements of National Transit Database program.
16. Disseminates information and represents City at various Transportation committee and community meetings.
17. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from a recognized college or university with a baccalaureate degree in an occupational related field or equivalent. Four (4) years of full-time paid increasingly responsible professional experience in transportation related work involving program development and management, contract administration and document and/or report preparation. Certified Employee Transportation Coordination (ETC) Training pursuant to South Coast Air Quality Management District's Rule 2202, strongly desirable or obtainable within six months of employment.

Knowledge of:

- . Principles of transportation program development including current developments in Transportation Demand Management.
- . Various transportation modes and related grants and propositions applicable in Los Angeles County.
- . State and Federal programs.
- . Effective practices of supervision and training.
- . Budget preparation, control and administration.
- . Office practices and procedures and general record keeping practices.
- . Transportation programs mandated by local propositions and State and Federal Acts.

Skill and Ability to:

- . Efficiently and effectively manage the Transportation Services Division.
- . Develop and implement a division budget.
- . Provide technical and analytical assistance in development of transportation programs.
- . Interpret laws and regulations relative to transit policy issues and problems.
- . Develop sound recommendations and communicate effectively both orally and in writing.
- . Supervise and direct the daily activities of staff personnel.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain working relationship with others.
- . Legally operate a motor vehicle in the State of California.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Physical Requirements and Working Conditions:

- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.