

CITY OF SIMI VALLEY

DEPUTY PUBLIC WORKS DIRECTOR (TRANSIT)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the Transit division within the Public Works Department including the City's fixed-route and paratransit program activities; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Transit division including the City's fixed-route and paratransit program activities; ensure City's transit system is operating safely and efficiently.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for transit services staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Supervise and monitor City transit fixed-route and paratransit programs; ensure compliance with Federal Transit Administration, California State Department of Transportation (DOT) and various other state and local regulations; supervise management of Transit Maintenance Facility.
6. Oversee the operations of the Americans with Disabilities Act (ADA) public transportation service; ensure compliance with federal regulations to avoid civil rights lawsuits and loss of federal funding.
7. Direct and participate in selected work functions to assist management staff in federal grant applications preparation and proper administration; conducting studies, and preparation of technical specifications and short and long range plans.
8. Evaluate the impact of federal and state legislation on fixed-route and paratransit program services and activities; recommend revisions to existing programs.
9. Perform project management functions for capital, operating and planning projects.
10. Oversee the operation of the compressed natural gas fueling facilities and equipment.

11. Promote and coordinate specific activities for the Transit division; prepare marketing materials including news releases, flyers, schedules, pamphlets, and brochures.
12. Select, train, motivate and evaluate transit services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as the liaison for fixed-route and paratransit program activities with other divisions, departments and outside agencies; negotiate and resolve sensitive issues.
15. Serve as staff on a variety of boards, commissions and committees; coordinate with City staff on all levels regarding City-wide issues.
16. Provide responsible staff assistance to the Public Works Director.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fixed-route and paratransit services.
18. Prepare and present staff reports and other necessary correspondence for City Council consideration; implement City Council policy.
19. Respond to and resolve difficult and sensitive citizen inquires and complaints.
20. Respond to the activation of the City's Emergency Operations Center (EOC) by coordinating the transportation of emergency personnel, resources, equipment and supplies; coordinate the City's Disaster Route Priority Plan.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of fixed-route and paratransit services programs.
Principles and practices of City and County-wide community services programs, agencies and services.
Modern methods, systems and procedures in the organization and operation of a public transportation system including scheduling and routing and equipment utilization, maintenance and repair.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Methods and techniques of public relations.
Modern office procedures, methods and equipment including computers.
Pertinent federal, state and local laws, codes and regulations including the Americans with Disabilities Act.

Ability to:

Oversee and participate in the management of a comprehensive municipal fixed-route and paratransit program.
Oversee, direct and coordinate the work of lower level staff.

CITY OF SIMI VALLEY
Deputy Public Works Director (Transit) (*Continued*)

Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Carryout mission and goals within approved budget and performance measures.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and explain City fixed-route and paratransit program policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Five years of increasingly responsible transportation administration, operations and planning experience including two years of administrative and supervisory responsibility.

License or Certificate:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Revised: March 2006, June 2019