

City of Somerville, Massachusetts
Job Description

Position Title:	Director of Transportation	Grade Level:	NU02
Department:	Transportation	Date:	12/26/2019
Reports to:	Mayor	FLSA Status:	Exempt

Statement of Duties: The Director of Transportation is responsible for overseeing the city's transportation functions, including design and construction of transportation infrastructure improvements and coordination of transportation policy. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Directs strategic planning initiatives to guide public investment in transportation.
- Coordinates efforts to build a safe, accessible, reliable and effective transportation network that serves all users, implements SomerVision goals, and implements DOT plans including the City's bicycle plan, parking plan and Vision Zero plan.
- Leads senior staff in the formulation and implementation of a comprehensive mobility strategy for the City.
- Oversees programs responsible for active status of state, federal and city transportation program and projects.
- Researches, reports, and presents information to execute programs and plan projects.
- Provides strategic transportation planning policy and program analysis, supervisory, managerial and organizational development.
- Ensures that transportation initiatives and priorities of the Administration are met.
- Manages, develops and executes highway roadway bridge and transit project redevelopment.
- Coordinates transportation construction projects with Infrastructure & Asset Management department.
- Coordinates transportation maintenance efforts with DPW Highway, Lights and Lines department.
- Coordinates parking policy with city parking department.
- Supervises multi-disciplinary projects in developable areas of the city requiring major transportation capacity.
- Presents recommendations to the Mayor, Board of Aldermen, and other City of Somerville and external stakeholders.
- Represents the City of Somerville's interests before Federal, State, and Local Government agencies.
- Participates in the development of the HUD Five Year Consolidated and Annual Action Plans and Annual Caper reporting. Oversees transportation projects funded through CDBG.

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- Serves on the Mayor's Transportation Cabinet with leaders from OSPCD, IAM, DPW and Parking Departments.
- Chairs the City's Traffic Commission

Supervision Required

Under administrative direction for a division, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only in instances for which clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility

Employee is accountable for the direction and success of all department programs accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Accountability

Duties include division level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

Judgment

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

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Complexity

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

Nature and Purpose of Public Contact

Relationships are constantly with co-workers, local, state, and federal officials, the public, groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality

Has regular access at the division level to a wide variety of confidential information, including official personnel files, law suits, criminal records/investigations, client records, department records, and client conversations in accordance with the state public records law.

Recommended Minimum Qualifications:

Education and Experience: Master's degree in civil engineering, urban planning or related subject with more than 10 years related work experience at an executive level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: AICP or PE Recommended

Knowledge, Abilities and Skill

Knowledge: Extensive knowledge of the principles and practices of Transportation Planning, Engineering and Design; particular knowledge and experience with relation to multi-modal transportation systems and transportation design and construction; ability to plan, assign and supervise the work of a group of employees performing varied functions related to engineering/planning.

Abilities: Ability to integrate planning, design, finance and implementation tasks into a coherent strategy for complex multi-faceted transportation projects; consensus building ability; ability to establish good working relationships with contractors, developers, subcontractors, other federal, state and local agencies, department personnel, Board of Aldermen and the public. Ability to acquire and administer human, financial, material and information resources in a manner to instill public trust and in accordance with department goals and objectives.

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Skill: Has extensive computer skills; organizational skills; communication skills. Excellent leadership and management skills including project management, budgeting and progress tracking skills. Excellent strategic planning, organizational, and presentation skills. Skilled at public speaking and making effective and persuasive public presentations to large audiences.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Physical and Mental Requirements

The physical demands described here 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 position's essential functions.

Physical Skills

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Skills

Visual demands include constantly reading documents for general understanding and for analytical purposes and routinely reviewing maps and blueprints with a need for color vision.