

# ALTERNATIVE TRANSPORTATION MANAGER

- SALARY:** \$10,106.04 to \$13,543.05 monthly (26 pay periods annually)
- FINAL FILING DATE:** We are accepting applications until closing at 5 pm, May 20, 2022
- HOW TO APPLY:** Please visit, [www.roseville.ca.us/jobs](http://www.roseville.ca.us/jobs) to submit an online application.

**IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.**

## **THE POSITION**

The Human Resources Department is accepting applications for the classification of Alternative Transportation Manager. The current opening is a regular, full-time position in the Alternative Transportation Division within the Public Works Department. The normal work schedule is Monday through Friday, 8:00am –5:00 pm; “Work from Home” for up to two days per week and 9/80 flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

## **THE CITY**

The City of Roseville is committed to a diverse workforce. We are engaged in understanding the needs and backgrounds of our colleagues and those we serve. Our organization is unified in this commitment, as we believe this produces the best results for our community.

The City of Roseville (COR) incorporates the following Core Competencies as part of the City’s culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one’s own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

## **DEFINITION**

To plan, organize, direct and coordinate the activities of the Alternative Transportation Division within the Public Works Department; to coordinate Alternative Transportation Division activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Public Works.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Public Works.

Exercises direct supervision over assigned management, supervisory, professional, technical, and clerical personnel.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Develop and implement divisional goals, objectives, policies and procedures.
- Plan, organize and direct alternative transportation activities including Roseville Transit, Consolidated Transportation Services Agency Programs, bikeways and bicycle education programs, pedestrian programs including crossing guards, Safe Routes to School program and the City’s Transportation Demand Management (TDM) program.
- Direct, oversee and participate in the development of the Alternative Transportation Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Plan and implement transit, bikeway, pedestrian and TDM program short and long term plans and studies.

- Assist with obtaining federal, state, and local funds; oversee the use of federal, state, and local funds related to alternative transportation function.
- Review and recommend award of transit contract; oversee contract operations.
- Prepare the Transit, Consolidated Transportation Services Agency and Transportation/Bikeways Operations and capital improvement program budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Act as the primary staff contact for the Transportation Commission; direct the preparation of agendas and all agenda items for the Transportation Commission.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of managing public transportation.
- Principles and practices of managing Transportation Demand Management programs.
- Principles and practices of managing Bikeway and Pedestrian programs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern office procedures and computer equipment.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Federal Transit Administration Best Practices Manual and Grant Funding Guidelines.
- Transit practices and operations.
- Principles and practices of contract management.
- Principles and practices of supervision, training and personnel management.

### **Ability to:**

- Organize and direct the alternative transportation operations.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Perform the most complex work of the department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Speak in public setting.

## **EXPERIENCE AND TRAINING**

### **Experience:**

- Five years of increasingly responsible experience in the operation of a transit system or transportation administration, including two years of supervisory responsibility.

### **Training:**

- A Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, Planning, Civil Engineering, or a related field.

### **License or Certificate:**

- Possession of a valid California driver's license by date of appointment.

## **SUPPLEMENTAL QUESTIONNAIRE**

1. Your responses to question 3, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.  
 Yes  
 No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years of experience do you have in the operation of a transit system or transportation administration?  
 Less than 5 years  
 5-7 Years  
 7-9 Years  
 9+ Years
4. Please detail your experience planning, organizing and coordinating alternative transportation activities including transit, bikeways, and transportation demand management.
5. Please detail your professional experience preparing and implementing budgets and your successes in obtaining grant funding.
6. What is the most visionary, cutting edge, or unique alternative transportation project that you have worked on? Please describe your role, problems that arose, solutions and outcomes.
7. Please describe your experience, include examples, working with other agency staff, regional partners, and the public.

## **SELECTION PROCESS**

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.

