



EL DORADO COUNTY TRANSPORTATION COMMISSION

EXECUTIVE DIRECTOR FLSA - Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under policy direction of the El Dorado County Transportation Commission Board, directs the activities and operations of all programs; advises and assists the Commission; provides administrative oversight to the operational and policy functions of the Agency; coordinates Agency business with various programs, officials, and outside agencies; provides a variety of other responsible and complex administrative support to the Commission; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Executive Director is the highest administrative management level position in the Commission and has responsibility for the administrative operation of all functions, which may include developing, recommending and implementing policies, program planning, fiscal management, administration, and operations of all Commission functions and services. The incumbent is responsible for accomplishing the Commission's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective and cost efficient manner. This class is distinguished from the next lower class of Senior Transportation Planner by having overall responsibility of Commission operations.

SUPERVISION RECEIVED/EXERCISED

Receives policy direction from the Transportation Commission. Exercises direct and indirect supervision over all management and staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

Accepts full responsibility for all Commission activities, programs, and services, including directing the development and implementation of planning, community outreach, and transportation goals, objectives, policies, and procedures; ensures that established goals and priorities are achieved.

Directs and participates in the preparation and administration of the Commission budget; prepares and submits reports of finances and administrative activities to the Commission; keeps the Commissioners advised of financial conditions, program progress, and present and future needs of the Commission.

Reviews and evaluates program service delivery methods and systems within the Commission, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services; reviews and approves in conjunction with the Commission, proposals for major programs and projects, including the Regional Transportation Plan and the Overall Work Program.

Coordinates the preparation of the agenda, along with administrative staff, for the Commission; addresses the Commissioners on behalf of staff; represents the Commission to employees, community groups, individual members of the public, and other governmental agencies; responds to the most difficult complaints and requests for information.

Directs the implementation, maintenance, and enforcement of Commission personnel policies and practices as prescribed by the Commissioners; selects, supervises, trains, and evaluates staff.

Coordinates activities with other jurisdictions; confers with staff concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long-range plans for the Commission, including all transit and transportation plans.

Serves as a resource for the Commissioners, agency personnel, staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.

Attends and participates in professional and community meetings as necessary; stays current on issues relative to public transportation planning and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Agency organization.

Monitors and keeps informed of current trends in the field of transportation planning, including legislation, court rulings, professional practices, and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, EDCTC management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that would provide the knowledge, skills, and abilities necessary is considered qualifying; a typical applicant possesses a bachelor's degree from an accredited university with major coursework in transportation planning, engineering, public administration, or a closely related field. A master's degree is preferred. A strong candidate will have ten years of progressively responsible management, supervisory, and professional experience in governmental multi-modal transportation planning, program management and public administration. In addition, the applicant will have a successful track-record with promotion, administration and implementation of complex transportation plans, programs and projects.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a certification as an American Institute of Certified Planner (AICP) is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of municipal management; public administrative methods, procedures, organizations, and functions; modern principles and practices of urban and regional transportation planning, policy development, and project implementation; principles and practices of municipal budgeting and finance; methods and techniques for goal setting and program evaluation; local and state legislative processes; principles of effective public relations and interrelationships with community groups and agencies, the private sector and other levels of government; methods and techniques of supervision, training and motivation; applicable federal and state laws, rules and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; methods and techniques for record keeping and report preparation and writing; occupational hazards and standard safety practices.

Ability to:

Plan, direct and oversee all aspects of the Commission; provide effective leadership and coordination for all programs and projects; develop and administer sound goals, objectives, policies, and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations, and policies; prepare clear and comprehensive written reports; serve effectively as the administrative agent of the Commission; represent the Commission to the general public and representatives of other agencies; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of staff; interpret, explain and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.