The City Beautiful

City of Coral Gables
Job Description

Job Title: Assistant Director for Transportation, Sustainability and Sanitation
Department: Public Works
Classification: 1036
Pay grade: 37E
FLSA: Exempt

Prepared Date: 05/2014
Approved By:
Elsa Jaramillo-Velez
Ernesto Pino
Carmen Olazabal

Summary

Under the guidance of the Public Works Director, this position exercises direct responsibility for the department's Parking, Sanitation and Sustainability divisions. Implements strategies and systems to enhance operations, management of employees, customer satisfaction, and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Analyzes interdepartmental or functional situations and makes decisions in situations requiring policy formulation and approves actions of subordinates.

Develops and enhances a City-wide parking program and oversees the implementation of capital and operational programs based on appraisal of facts, trends, and anticipated results which relate to City objectives.

Works with stakeholders to develop and enhance the City's bicycle master plan and environmental sustainability plan. Oversees the implementation of said plans in coordination with other City departments and outside agencies.

Oversees the planning and implementation of the Coral Gables Trolley system expansion. Works with City departments and outside agencies to ensure compliance with all Federal, State, County and local regulations related to the operation of a public transit program. Addresses and responds to customer complaints.

Establishes and maintains local, regional, and national transit contacts beneficial to the City. Assists the Director by coordinating activities with FDOT, MDT, FTA and other agencies.

Responsible for contact with key individuals within the community regarding impact of parking issues, trolley management, the bike master plan and sustainability initiatives on residents and businesses.

Forecasts future parking needs and the impact of proposed developments on traffic, parking, and transportation systems. Develops and implements a maintenance and upgrade program for municipal parking fields and garages.

Oversees division directors in establishing priorities for division budgets and initiatives.

Develops and implements long range and annual action plans to meet the needs of a growing City.

Develops, directs and coordinates all aspects of the City's environmental sustainability programs. Develops policies and procedures for environmental initiatives.

Serves as primary staff representative on the City's Green Task Force, Parking Advisory Board, and Bicycle and Pedestrian Advisory Board (BPAB).

Disseminates information to staff and the community pertaining to energy, water and resource conservation, hybrid and alternative fuels, and green build practices. Promotes environmental programs within the City and the community.

Works with other City departments in developing sustainability goals.

Provides overall direction and strategy regarding policies, procedures, and regulations to the City.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders. Supervises support staff; issues discipline and takes other corrective measures as necessary.

Directs and oversees surveys and feasibility studies to determine the impact on traffic patterns and demand for parking.

Evaluates and advises on State and Federal legislative proposals related to transportation and the environment.

Researches new funding sources and applies for additional funding for capital and operational needs. Processes grant applications. Administers Federal, State and local grant funds.

Identifies opportunities for implementing new technologies to increase revenue and efficiency.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Prepares and gives presentations to the City Commission and other organizations. Prepares Commission packages.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with and abides by all applicable safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Thorough knowledge of current principles and practice of municipal parking administration, government budgeting and personnel management. Extensive knowledge of laws, statutes and regulations governing

public parking facilities, parking enforcement and contract compliance. Knowledge of all facets of multi-modal transportation including streets, pedestrians, bicycles, mass transit and passenger rail. Knowledge of current practices, procedures and techniques in waste collection and disposal. Knowledge of local, State and Federal guidelines relating to solid waste management. Knowledge of local, State, and Federal environmental laws and sustainability best practices. Demonstrated commitment to the value of public service and stewardship. Ability to create, analyze, and utilize a variety of reports and records, Must have the ability to interpret and analyze parking issues and handle resolution appropriately. Must be proficient in the use of Microsoft Office programs and be familiar with automated accounting and parking management systems. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

A Bachelor's degree with major course work in business administration, public administration, or a related field. Advanced degree strongly preferred.

A minimum of eight years responsible and relevant experience in local government with considerable senior management level experience.

Valid Florida Driver's License.