

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>ASSISTANT TRANSPORTATION DIRECTOR</b>
<b>DEPARTMENT:</b>	<b>TRANSPORTATION</b>
<b>REPORTS TO:</b>	<b>TRANSPORTATION DIRECTOR</b>

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<b>CLASS CODE: 2027</b>
<b>FLSA STATUS: E</b>
<b>DATE: 10/99</b>

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under administrative direction, assists the Director in the overall management of the department; area of responsibility is concentrated in the Engineering Division, with significant coordination responsibilities concerning all divisions/offices of the department, and is responsible for special programs and acting as the department head during the Director's absence. Work consists of complex and responsible professional engineering, administrative and managerial duties within the department.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Acts as superior, in his/her absence, for temporary period of time.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Carries out County Road Commissioner functions requiring registration as a Professional Civil Engineer.

Carries out and otherwise provides for the County Engineer and/or other County Road Commissioner functions as assigned.

Provides administration of department's professional services agreements for consulting engineering work; prepares agreement package, selection of consultant, negotiation of fee, monitoring performance, reviewing and approving progress payments.

Responds to questions, concerns, complaints from county residents, elected officials, media, representatives of other governmental agencies, and others.

Provides overall management of county's storm damage repair programs.

Provides overall direction, guidance, and monitoring for departmental construction contracts.

Provides technical expertise and general guidance to the Engineering division personnel relating to project priorities, milestones, key workload assignments, and new tasks.

Functions as County's representative on the Technical Advisory Committee, Regional Transportation Planning Agency.

Leads preparation and checking of department's agenda items for Board of Supervisors meetings.

Manages the county's federal Apportionment Exchange Program and state Match Program.

Develops and recommends operating budget for the department annually; monitors and administers approved budget.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      Calculator                      Vehicle                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Civil Engineering, or a related field; and,

Six or more years of progressively responsible experience, with a minimum of two years supervisory or management experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid State Driver's License

State Registered Professional Civil Engineer

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of civil engineering.

Principles and practices of managing complex public works construction projects.

Technical writing.

Recordkeeping, report preparation, filing methods and records management techniques.

Principles and practices of budget preparation and administration.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated

policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Presenting technical information clearly, concisely and in an interesting manner to technical committees, public officials, and the general public.

**Mental and Physical Abilities:**

Ability to deal effectively with the public, elected officials, media, other county employees, and others.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to coordinate multiple, concurrent activities, often under tight deadlines.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop and bend, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

file: asttrndr.22512

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.