



City of Glendale (AZ)
DEPUTY DIRECTOR, TRANSPORTATION

SALARY	See Position Description	LOCATION	Glendale, AZ
JOB TYPE	Full Time	JOB NUMBER	2024-03531
DEPARTMENT	Transportation	MUNIS- ORG DESCRIPTION	Transportation Program Mgmt
OPENING DATE	01/29/2024	CLOSING DATE	2/27/2024 11:59 PM Arizona
HOURS PER WEEK	40		

Description



Salary:

This position is a Grade 420 with an annual salary between \$124,950-\$187,425 effective 7/1/2024.

About Us and the Role:



The [City of Glendale's Transportation Department](#) works to Ensure safe and efficient circulation of vehicular, bicycle and pedestrian traffic, to minimize pollutant air emissions and to promote economic development throughout the City.

The Deputy Director of Transportation Services provides highly complex assistance to the Transportation Director in the management of the Transportation Department by planning, organizing, and supervising the activities and staff of several Transportation operations, and a wide variety of day-to-day functions within the department.



The ideal candidate for the role will have Bachelor's Degree in Transportation Engineering, Civil Engineering or related field and five years of relevant work experience including three years of management experience.

Benefits:



The City of Glendale offers a generous benefits package with competitive rates that become effective the 1st of the month following 30 days of employment. You can review the [FY24 Benefits Guide](#) or visit the [City of Glendale's Benefits page](#) for more information.

Holiday, Vacation, and Sick Leave:



Regular status position's offer:

- The City of Glendale observes 10.5 holidays per year, and full-time employees are also granted an additional 12 hours of holiday special leave per calendar year to celebrate their cultural or religious holidays.
- Vacation leave accrues at 5.33 hours per pay period (138 hours per year), and increases to 6.12 hours after 5 years, and to 7.6 hours after 10 years of service.
- Sick leave accrues at 4.4 hours per pay period (114 hours per year).

Retirement:



- This position participates in the [Arizona State Retirement System \(ASRS\)](#).
- Contribution is mandatory, and the current contribution rate is 12.29%.

This position will be open until filled; applicants will be reviewed as they are received.

Essential Functions

1. Assists the Transportation Director in planning, organizing, coordinating and managing the staff and activities of the Transportation divisions that include, but are not limited to: Transportation Planning; Transit; Streets; Right of Way; Graffiti; Airport; Traffic Signals; Signs and Markings; Barricades; Intelligent Transportation Systems; Traffic Mitigation; and Education.
2. Supervises and provides direct oversight to selected divisions of the department.
3. Assists the Transportation Director in establishing long and short-term goals and sets priorities for assigned areas by reviewing and analyzing information, reports, and statistics on department operations.
4. Reviews and manages the work of staff to ensure conformance with established procedures and standards.
5. Studies technical materials and assists in the preparation and presentation of oral and written reports for management review.
6. Writes, reviews and manages Intergovernmental Agreements, such as for Street/ROW maintenance and Transportation Infrastructure Enhancement projects with entities such as Maricopa County Department of Transportation and Arizona Department of Transportation.
7. Develops regional, citywide and area-specific policy recommendations for management and City Council consideration, such as the Transportation Plan, Design and Development standards, Airport Master Plan and Transportation Capital Improvement Plan.
8. Represents the City on various county and state committees and works as a liaison with other valley cities.
9. Keeps the Transportation Director informed on local and regional transportation matters.
10. Management and budget oversight including Highway User Revenue Fund (HURF) and Transportation Sales Tax Revenue Fund programs and projects.
11. Makes oral and written presentations to the City Council and appointed committees and provides technical assistance to these groups.
12. Responds to and interprets Transportation Department services and policies to City officials, media representatives, community groups and citizens.
13. Assists the Transportation Director in overseeing budget preparation, projecting annual operating costs, presenting justification for budget requests, and monitoring budget expenditures for operational efficiency.
14. Monitors legislation and develops policies and programs to ensure compliance with federal, state, county, and local laws and regulations.
15. Ensures Glendale is represented on regional committees through various organizations such as the Maricopa Association of Governments (MAG), the Regional Public Transportation Authority (RPTA), Valley Metro, Valley Metro Rail, etc.
16. Reviews and approves contracts and agreements for professional services.
17. At the department level, reviews and approves major programs and projects, resolving scheduling, resource conflicts, engineering and construction issues.
18. Participates in major departmental personnel actions.
19. May act as Transportation Director in his or her absence.
20. Performs other related duties as assigned.

Minimum Qualifications/Special Requirements/Success Factors

Bachelor's Degree in Transportation Engineering, Civil Engineering or related field and five years of relevant work experience including three years of management experience.

Knowledge of:

- Theory, principles, and practices of traffic engineering, planning, modeling, and operations research and statistical methods and procedures applied to transportation planning.
- Federal, state, and local guidelines and regulations related to transportation programs.
- Strategic planning and change management.
- Contract negotiations and subsequent monitoring of contracts.
- Negotiation, conflict management, and consensus building techniques.

- Municipal government, budget development and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Effectively plan, organize, and manage the work of others.
- Represent the City of Glendale on various county and state committees.
- Develop and implement strategic plans at the operational and department-wide level.
- Identify performance measures, monitor performance and progress toward achieving strategic and operational goals.
- Organize and conduct surveys or research, analyze findings, prepare recommendations, present written and oral reports.
- Review and investigate citizen requests for street, airport, transit, pedestrian, and bicycle improvements.
- Assign projects, establish individual project scopes, schedules and performance expectations; monitor progress, and evaluate project and staff performance results.
- Conduct neighborhood meetings with the general public on Transportation planning, Street, Airport and Transit matters and be viewed by the public as an expert in these areas.
- Plan, organize, and manage multiple projects.
- Interpret regulations, policies, and guidelines of the City of Glendale and other government agencies.
- Identify and respond to community needs, elected officials and City management issues.
- Establish and maintain effective working relationships with elected officials, citizens, employees, civil leaders, and other government entities.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

Special Requirements:

Valid Arizona driver's license

Success Factor Classification Level - Managerial

To submit your application, please use the following link:

<https://www.governmentjobs.com/careers/glendaleaz/jobs/4345486/deputy-director-transportation?keywords=deputy%20director&pagetype=jobOpportunitiesJobs>