

City of Fort Worth, Texas Job Description

Classification Title	Regional Transportation Coordinator		
Job Code:	PR2201	Job Family:	Professional
Pay Grade	616	Date Created:	08/22/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates major transportation projects and programs with various county, state, regional and federal agencies. Serves as the City's primary liaison for citywide and regional transportation matters.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Directs and manages the development and implementation of project/program goals, objectives, policies and priorities for the City in coordination with the responsible City departments and/or partner agencies.
3. Researches, identifies and develops innovative infrastructure options and viable funding; and assists in developing related policies, proposals, reports and position papers.
4. Identifies key decision makers, elected officials and other stakeholders and networks to gain support for City transportation goals, objectives and interests.
5. Oversees and participates in the development and administration of the City's budget as it relates to the assigned project/program; forecasts funds needed for staff, equipment and supplies; monitors and approves expenditures; and implements budgetary adjustments, as needed.
6. Establishes, within City policy and plans, appropriate service delivery and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and works with departments and partner agencies to ensure that resources are allocated accordingly.
7. Educates city officials and other agencies on legislative positions, state laws, policy statements and regulations affecting the City's vision as requested by the Assistant City Manager or City Manager.

8. Engages in appropriate debate and consensus building with internal city staff and external groups and governmental agencies; strengthens and enhances ties at local, state and national levels as it relates to the vision of the City.
9. Serves as liaison with regional organizations, municipalities, state and federal governments as well as transportation-related agencies; initiates and maintains working relationships at all levels; and advocates the City's infrastructure needs and positions.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of project/program management, engineering, planning and public administration.
 - Principles and procedures for developing project/program goals and objectives.
 - Principles and practices of supervision, training and evaluation.
 - Methods and techniques of conducting research.
 - Principles of report preparation.
 - Principles of business letter writing and basic report preparation.
 - Principles and procedures of financial record keeping and reporting.
 - Principles of municipal finance, budget preparation and control.
 - Principles of supervision, training and performance evaluation.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - Pertinent Federal, State, and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Critical thinking and decision making.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, delegate and monitor the work of subordinates.
 - Develop, monitor and control budgets.
 - Compile, organize and present information in a clear and logical manner.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise oral and written reports.
 - Operate a computer and other office equipment.
 - Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
 - Maintain confidentiality.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in project / program management, engineering, planning, public administration, business administration, or a related field and five years of increasingly responsible in transportation experience preferably within a governmental environment.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.