



TOWN OF LOS GATOS

TRANSPORTATION AND MOBILITY MANAGER

Class Code:
Department: Parks and Public Works
Supervisor: Parks and Public Works Director

Management / At-Will
FLSA Status: Exempt
EEOC: Professional

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

CLASS SUMMARY

The Transportation and Mobility Manager manages and advances all aspects of local and regional transportation activities, programs, projects, and strategies for the Town, including developing recommendations for short and long-range traffic, transportation and parking policies. The Transportation and Mobility Manager directs or assists in directing the implementation of all plans, projects, and programs which provide for the safe, orderly, effective, and efficient movement of motorists, pedestrians, bicyclist, and goods.

The Transportation and Mobility Manager works, collaborates, and engages with stakeholders such as developers, Town elected and appointed officials, businesses, schools, regional agencies, and the general public on complex transportation projects. The Transportation and Mobility Manager develops and secures funding, and moves transportation programs and projects from concept to completion.

The Transportation and Mobility Manager is a management level position that requires a high level of self-direction and initiative.

SUPERVISION RECEIVED AND EXPECTED

The position does not supervise staff, but works collaboratively with other staff and provides technical and functional supervision of staff within the area of expertise. The position reports directly to the Director of Parks and Public Works or designee.

CLASS CHARACTERISTICS

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Works with professional and technical staff to develop and implement the Town's vision for local transportation and mobility infrastructure, and to program and deliver projects.
- Implements planning documents, including the General Plan, Sustainability Plan, Safe Routes to School, and Bicycle and Pedestrian Master Plan.
- Obtains funding for projects and programs through grants and other funding sources, including through approved regional sales tax initiatives. Manages funding allocations, including reporting requirements.
- Utilizes technology, such as tools for parking and traffic data collection, to advance Town priorities.
- Develops and recommends local policies to support Town goals.
- Develops multi-phase capital improvement projects, including preliminary concept, design, plans, specifications, estimates, and environmental work to facilitate the award of funding and project delivery.
- Embraces transparency and proactively seeks meaningful input from stakeholders serving as the Town representative, liaison, and advocate before advisory bodies, regulatory agencies, transportation agencies, and other bodies, as designated.
- Prepares written reports and correspondence.
- Prepares and makes presentations to the Town Council, Town Commissions, advisory bodies, neighborhood groups, and community organizations.
- Researches developing trends and innovative solutions; evaluates data, and gathers public input for transportation and mobility related improvements.
- Prepares and oversees program budget and maintains a list of transportation-related projects for the five year Capital Improvement Program budget.

- Coordinates interdepartmental responses to transportation and traffic inquiries, concerns, suggestions and complaints in a timely and professional manner.
- Reviews development applications specific to transportation elements, including traffic mitigation.
- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of pedestrian and bicycle facility planning, design, and construction.
- Civil and transportation principles, concepts, standards, and practices associated with public works programs and private development projects, including engineering, planning, and established and developing multi-modal concepts.
- Project and contract management practices in a public agency setting.
- Development standards and application of transportation mitigation measures to development projects.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including California Vehicle Code, California Manual on Uniform Traffic Control Devices (CA-MUTCD), the National Association of City Transportation Officials (NACTO) Urban Bikeway and Urban Street Design Guidelines, American Association of Transportation and Highway Offices (AASHTO) Design Guidelines for the Development of Bicycle and Pedestrian Facilities, California Environmental Quality Act (CEQA), and Caltrans Highway Design Manual.
- Principles and practices of:
 - Complete Streets
 - Safe Routes to School Initiatives
 - Active Transportation
 - Shuttle Service Programs
 - Transportation Demand Management
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

- Principles and practices for developing, implementing, delivering, managing, and evaluating transportation and mobility projects and programs.
- Principles and practices of local government processes and community engagement techniques.
- Principles and practices of budget development, administration, and accountability.
- Statistical and quantitative analysis techniques.
- Conflict resolution skills.
- Professional level writing techniques include proper grammar, spelling, vocabulary, and punctuation.

Ability to:

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written material, and Town engineering policies and procedures.
- Work and collaborate with engineering staff to conduct complex transportation and traffic research projects in areas such as transportation flow and safety, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret plans, specifications, and other contract documents in accordance with design requirements and applicable standards and regulations.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, businesses; professional, educational, and regulatory organizations; and in meetings with property owners, developers, contractors and the public.
- Establish, maintain, and foster positive and effective working relationships and networks with those contacted in the course of work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Engage constructively with differing or conflicting public opinion.
- Consider broad input and prioritize accordingly.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet deadlines.
- Manage and advance multiple priorities, including large and complex projects, concurrently, on-time, and within budget.
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed.
- Communicates effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism and exceptional customer service.
- Celebrates the achievements and success of the organization.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Four (4) years of demonstrated professional level experience, including major responsibility directly related to the job essential functions.
- Bachelor's Degree in traffic, transportation, or civil engineering; or planning or urban planning; or a related field.
- A Master's Degree in traffic or transportation engineering, urban or transportation planning, or public administration is highly desirable, and may be substituted for one year of professional experience.
- Grant writing and management experience.

License and Certification:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, to inspect Town traffic sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in

person, before groups, and over the telephone. This is moderately a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The individual in this classification occasionally bends, stoops, kneels, reaches, pushes, and pulls drawers, open and closed, to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Climbing	Occasionally	Balancing		Stooping	Occasionally
Kneeling	Occasionally	Lifting	25 lbs.	Fingering	Frequently
Crawling		Reaching	Occasionally	Standing	Occasionally
Talking	Frequently	Grasping	Frequently	Walking	Occasionally
Hearing	Frequently	Feeling		Pushing	25 lbs.
Crouching	Occasionally	Running	Occasionally	Carrying	25 lbs.
Pulling	25 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and frequent attendance at meetings, including many that are conducted during the evening. Work schedule may include occasional irregular hours.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.