

CITY OF REDWOOD CITY

SENIOR TRANSPORTATION COORDINATOR

DEFINITION

To coordinate and perform a variety of multi-modal transportation, transit, and traffic planning and design activities to enable safe, attractive, comfortable, and independent access and travel for pedestrians, bicyclists, motorists, and transit users of all ages and abilities. Transportation activities include policy development, design, integration, recommendation, implementation, oversight, and analysis of City-wide and regional transportation policies, programs and projects including Transportation Demand Management (TDM), transportation plans, parking programs, traffic modeling, and review of Environmental Impact Reports (EIRs).

DISTINGUISHING CHARACTERISTICS

Work of this class will involve complex transportation and traffic planning analysis aimed at improving comprehensive transportation services and in developing multi-modal approaches to enhance transportation within, through, and beyond Redwood City. Assignments require the exercise of independent judgment and initiative, and require thorough knowledge of rules, regulations, codes and transportation concepts. Work of this class may involve the supervision of professional and technical personnel.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Community Development Manager and/or the Supervising Civil Engineer. General guidance may be provided by the Department Head and other Department Managers. Responsibilities include leading a team of professional and technical staff, overseeing the work of consultants, and may include direct supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Act as a liaison to, and plan, coordinate and formulate policies for recommendation to City departments, other government agencies, local industries, businesses, community groups, and parties interested in regional and local transportation, transit, and traffic issues.

Confer with officials, contractors, consultants, staff, other agencies, community groups and residents regarding multi-modal transportation, transit, and traffic projects and programs, transportation planning and services, traffic circulation, parking, safety and other related issues.

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Review, analyze and respond to environmental documents that are of interest to the City by way of subdivision and land use plans.

Perform traffic analyses including analysis of level of service, traffic control device warrants, parking studies, facility planning and conceptual design for all modes of transportation including streets, roads and highways, pedestrian and bicycle facilities, and local and regional transit.

Analyze, coordinate, and manage the City on and off street parking system including bicycle parking.

Participate in and provide technical expertise in transportation demand management and traffic forecasting including the formulation of a City-wide traffic model and the maintenance and update thereof.

Drive and implement the multi-modal transportation programs and projects identified in the City's New General Plan (Circulation Element), Downtown Precise Plan, and other policy documents.

Coordinate and maintain the Traffic Impact Fees ordinance and coordinate the master plan for the related improvements.

Coordinate, schedule and attend community and neighborhood meetings related to assigned projects; gather and analyze community input.

Maintain current knowledge of multi-modal transportation, transit, and traffic regulations, trends and practices. Provide training of such knowledge to assigned staff.

Recommend design and service features of new development, to enhance potential use of transportation alternatives.

Recommend use and placement of traffic control devices and traffic calming devices to enhance overall safety and improve accessibility for motorists, bicyclists and pedestrians.

Coordinate planning for bicycle and pedestrian facilities in cooperation with other City departments, regional agencies, and community organizations.

Respond to citizen inquiries and complaints and take appropriate action.

Oversee the work and administer contracts for transportation and traffic consultants.

Perform related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Transportation and urban planning and design principles, practices, trends, regulations, standards, measurement, and laws applicable to the area of specialization, with particular expertise in multi-modal transportation.

Modern methods and techniques used in the design and construction of a variety of public works transportation, transit, and traffic projects.

Modern developments, current literature and sources of information regarding the assigned area of transportation, transit and traffic.

City codes and ordinances pertaining to transportation, urban planning, and public works.

Terminology, methods, techniques, and resources used to plan and implement transportation demand management programs.

Applicable laws and regulatory codes relevant to design and construction, and use in the area of assignment.

Signing, striping, traffic control plans, traffic signals, and street light design.

Principles of supervision, training, and performance evaluation.

Ability to:

Make complex transportation and traffic computations and check, design, and supervise the design and construction of a wide variety of public and private facilities.

Supervise, train, and evaluate professional and technical subordinates and provide technical guidance to staff.

Communicate clearly and concisely, both orally and in writing.

Communicate complex technical matters to non-technical individuals, including community members and policy makers.

Interact effectively, engage in problem solving and team building, conduct negotiations, and partner with citizens, community groups and contractors.

Establish, maintain and foster positive and harmonious working relationships with a diverse workforce and community. Manage individuals and teams within such an environment.

Skills to:

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Facilitate and serve as a liaison for both staff and various City Committees and Commissions.

Build and facilitate teams for both staff and various City Committees and Commissions.

Operate modern office equipment including computer equipment and general office software.

Operate a motor vehicle safely.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Four years progressively responsible experience in transportation, traffic planning, or engineering, at least one of which should have been in the public sector.

Two years of supervisory experience.

Education:

A Bachelor's Degree from an accredited college or university with major course work in transportation planning, urban planning, regional planning, transportation engineering, civil engineering, or closely related field.

License or Certificate:

Possession of a Certificate of Registration as a Professional Transportation Planner or Professional Engineer in the State of California is required.

Effective Date: May, 2011

Bargaining Group: Redwood City Management Employees' Association