**Class Summary**

The responsibilities of this classification include managing the King County Department of Transportation transit division in the following areas: planning the implementation of new and revised transit services, traffic signal technologies and non-motorized access to transit; scheduling transit services; developing improvements to passenger facilities; contracting for transit and professional consulting services, performing transit and traffic engineering analyses; and integrating rideshare, paratransit, non-motorized and transit services in unique alternative service partnerships with local jurisdictions and community organizations. Incumbents in this classification are responsible for integrated transportation planning with regional and state agencies, providing services to local governments to assist with Commute Trip Reduction legislation development and implementation; and the development and implementation of new products and partnerships with major employers and institutions in the County. In addition, incumbents in this classification are responsible for ensuring public participation and input in the planning of the above services and programs consistent with local, state and federal policies and legal requirements.

**Distinguishing Characteristics**

This is a single level classification. This unique classification has the responsibility for managing the development and implementation of transit and alternative public transportation services, including scheduling, developing improvements to passenger facilities, and assisting in the implementation of Commute Trip Reduction legislation.

**Examples of Duties**

1. Provide leadership for assigned staff in workplace policies, public services and professional development; manage the work of assigned staff; hire, train, coach, evaluate, discipline and terminate staff as needed.
2. Direct plans for implementing transit service changes through coordination with local jurisdictions, other transit authorities, County departments and the Metropolitan King County Council.
3. Direct the planning and updating of route facilities, including design improvement and placement of new facilities; coordinate with support departments and local jurisdictions to ensure proper installation and maintenance of the facilities.
4. Direct the development of incentive programs to improve High Occupancy Vehicle (HOV) market share, and direct the development of agreements and programs with private sector employers and school districts to support public transportation and HOV use.
5. Direct the coordination of planning, marketing and other services provided to local jurisdictions, major employers and institutions to assist with the implementation of local Commute Trip Reduction legislation.
6. Direct the planning and implementation of transit service change processes and the preparation of service management plans and service change ordinances.
7. Direct the planning, preparation and administration of the section and the capital project budgets and staffing plan.
8. Participate as a transit division management team member; ensure consistency of activities with divisional and department mission and goals; develop annual objectives, work priorities and work plans.
9. Serve as liaison with public officials for assigned projects; provide status reports on projects and make presentations; direct development of necessary ordinances and motions; provide staff support for service evaluation.
10. Direct the transit division scheduling and overload management function, including scheduling new and existing transit services, evaluating schedule and ridership performance of existing transit services, and preparing customer information.
11. Direct the management of the County’s subcontracted transit services.
12. Direct the development and management of operating agreements with other transit properties and represent the transit division at regional forums.
13. Direct policy and procedure development, implementation and monitoring.
14. Communicate transit service and facility issues, priorities and policies to a variety of audiences.
15. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of transit operations policies and procedures

Knowledge of transportation planning principles

Knowledge of management techniques for a large, complex, multidisciplinary organization

Knowledge of the issues and operations and design principles relating to public transportation

Knowledge of issues and design principles relating to all transportation infrastructure and traffic operation

Knowledge of local, Washington State and federal laws related to transit services

Knowledge of human resources management principles, regulations and practices

Knowledge of customer-services principles and techniques

Knowledge of contract-management principles and techniques

Knowledge of legislative process

Knowledge of project-management techniques and principles

Knowledge of budgeting techniques and principles

Skill in persuading others to initiate actions

Skill in understanding political situations and working in a political environment

Skill in building consensus among teams and others

Skill in establishing and setting priorities

Skill in supervising multidisciplinary staff

Skill in leadership

Skill in project management

Skill in budget development, management and monitoring

Skill in short- and long-range strategic planning

Skill in policy development and analysis

Skill in marketing

Skill in oral and written communications

Skill in presentation

Skill in decision-making

Skill in facilitation

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Bachelor’s degree in transportation planning, engineering, public administration or a closely related field; including five years of experience in transportation planning or transportation operations and five years of increasingly responsible supervisory or management experience in a transportation related field

Or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | **Exempt (Administrative)** |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | Created 8/1997 |
|  | Updated 2/2003 |
|  | Updated 1/2008 Changed font and format |
|  | Updated 7/2012 Updated title to include ‘Transit’ |
|  | Updated 5/2015 Revised description |