

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1156

TITLE: DEPUTY DIRECTOR, OFFICE OF TRANSPORTATION

GRADE: S-33

DEFINITION:

Under direction, to assist the agency director in managing the administration and operation of the Office of Transportation in the areas of transportation planning, highway project planning and programming and transit operations; to provide engineering and technical expertise in the conduct of various responsibilities assigned to this agency; to act in the Director's absence; and to do related work as required.

TYPICAL TASKS:

Assists the Director of Transportation in the administration and supervision of the activities of the agency;

Under the guidance of the Director, manages special projects in the areas of transportation planning, transit operations, and highway project design;

Coordinates the agency's day-to-day administrative functions, including budgetary and purchasing functions;

Assists the Director in providing guidance to division chiefs relative to prescribed goals, objectives, and requirements;

Monitors key projects assigned to the agency in order to evaluate the efficiency and effectiveness of response;

In the absence of the Director, attends meetings and makes commitments on the Director's behalf, and signs necessary reports and documents as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles, methods and financial impact of transportation and traffic planning and analysis;

Knowledge of management concepts and practices;

Knowledge of budgetary, personnel, and purchasing practices;

Ability to manage and evaluate all activities associated with transportation planning, highway operations, and transit operations;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships with elected officials, citizen groups, boards, commissions, and other agencies.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in civil engineering, transportation planning, financial management, or a related field; plus six years of progressively responsible relevant transportation experience, including three years of experience in an administrative supervisory capacity. A Master's degree in civil engineering or transportation planning may be substituted for one year of the required transportation experience.

ESTABLISHED: April 3, 1989

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