

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1166

**TITLE:** DIRECTOR OF TRANSPORTATION

**GRADE:** E-12

**DEFINITION:**

Under policy and administrative direction, plans, directs and administers the activities of the County's Office of Transportation; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

General supervision and administration of the activities in the Office of Transportation; Directs the preparation of various analyses and studies towards accomplishing specific agency objectives or towards responding to requests made by the Board of Supervisors; Participates with Board members and/or County Executive's Office in discussions and negotiations on various transportation issues, including General Assembly activities; Upon direction of the Board, represents the County at public meetings or hearings on transportation matters;

Reviews all analyses and reports prepared for action by the Board of Supervisors; Upon request, speaks to various business and civic groups on transportation issues; Actively participates in negotiations at WMATA on the Metrobus and Metrorail capital programs;

Develops and administers agency's annual operating budget; Coordinates project planning with the Virginia Department of Highways and Transportation and the Washington Metropolitan Area Transit Authority; Oversees project planning for highway improvements funded through the County's general obligation bond program.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and methods of transportation planning, analysis, operations, budgeting, financial and organizational management;

Ability to plan, organize, direct and manage the activities of the Office of Transportation within the framework established by policy and administrative direction;

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

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from an accredited four year college or university with a degree in civil engineering/transportation, financial management or a closely related field; plus six years of progressively responsible relevant experience including four years in a responsible administrative capacity; graduate degree in civil engineering/transportation preferred.

REFORMATTED/REVISED: December 3, 2007  
AUGUST 2, 1982