

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 11/13/19
Revised: 09/07/22

DIRECTOR OF TRANSPORTATION AND PARKING

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position responsible for the planning, operations, maintenance and management of the City's transportation network, including on- and off-street parking facilities and equipment, traffic control systems, alternative transportation facilities, and the downtown Ithaca Commons pedestrian mall. The incumbent is also responsible for transportation planning initiatives and engineering studies. The Director of Transportation and Parking oversees both the operation and enforcement of the City parking system, including municipal parking garages, off-street parking lots, on-street paid parking and pay stations. The work also includes managing and overseeing maintenance activities for the downtown Ithaca Commons outdoor pedestrian mall. The work is performed under the general supervision of the Superintendent of Public Works with considerable leeway permitted for the exercise of independent professional judgment. Supervision is exercised over a sizeable staff assigned to engineering, parking operations, parking enforcement, and maintenance functions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements goals, objectives, policies, procedures and priorities for the management of City parking and traffic control systems, including long-term, large-scale transportation planning efforts, in cooperation with other City departments, Cornell University, TCAT, adjacent municipalities, and inter-municipal organizations;

Supervises and manages the daily operation of parking garages and on-street parking, including parking enforcement functions;

Collects, analyzes and summarizes transportation, traffic and safety data, and prepares reports and policy recommendations;

Collects, analyzes and summarizes parking data, including revenues, expenses and usage patterns, and prepares reports on operations and effectiveness of on-street and off-street parking assets;

Initiates transportation studies and reports, and makes technical recommendations regarding traffic rules, regulations and ordinances, traffic signage and control and pedestrian and bicycle safety;

Manages and coordinates activities related to the installation and maintenance of traffic signals, street signage and pavement markings;

Develops and enforces programs for the management of curb space;

Supervises, directs and evaluates job performance of subordinate employees;

Meets with government officials, business owners, developers, and advocacy groups regarding Transportation Demand Management (TDM) programs, policies and related matters;

Supervises and manages the cleaning and general maintenance of the Ithaca Commons;

Evaluates and provides recommendations on active and alternative transportation facilities;

Works closely with the Engineering Division on engineering design for transportation facilities, traffic control devices, pavement markings and signage;

Works cooperatively and coordinates operations with the Downtown Ithaca Alliance and other City departments involved in activities related to parking and the Ithaca Commons;

Oversees the preparation of the Division's operating budget and recommends long-term capital improvements for parking garages, surface lots, parking equipment, alternative transportation facilities and features associated with the Ithaca Commons;

Coordinates and manages work with outside engineering firms and vendors on traffic and parking related items;

Represents the City at a variety of meetings and on a variety of committees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of transportation engineering; good knowledge of the principles and practices of transportation planning; good knowledge of best practices, procedures, technology and equipment used in the management, operation and maintenance of large municipal parking facilities, structures and on-street parking equipment; good knowledge of traffic control and traffic signal systems; good knowledge of the application of federal, state and local laws, regulations and ordinances pertaining to transportation engineering, including traffic control and traffic control devices; good knowledge of street and highway design and construction methods; good knowledge of construction procedures including design, specification writing, inspections and surveys; good knowledge of the factors controlling traffic movement and the methods of analyzing traffic problems; good knowledge of the modern methods of enforcing parking control regulations and ordinances; good knowledge of City ordinances and New York State vehicle and traffic laws pertaining to parking and parking violations; good knowledge of maintenance activities for urban public spaces; working knowledge of City budgetary procedures; ability to supervise, direct and evaluate the work of others; ability to establish and maintain effective working relationships with others; ability to understand and interpret complex written material; ability to collect, analyze and interpret data; ability to prepare plans, specifications and narrative and tabular reports; ability to communicate effectively, both orally and in writing; ability to develop, propose, analyze, communicate, and implement new policies, procedures, and programs; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in Transportation Engineering or Transportation Planning, and four (4) years of full-time paid experience, or its part-time paid equivalent, in transportation engineering or transportation planning, at least two (2) years of which must have been in a supervisory capacity; or
- B. Possession of a Bachelor's Degree in Civil Engineering, Transportation Engineering, Urban or Municipal Planning, Transportation Planning or a closely related field with similar course curriculum, and six (6) years of full-time paid experience, or its part-time paid equivalent, in transportation engineering or transportation planning, at least two (2) years of which must have been in a supervisory capacity.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.