

Summary of Duties: Plans, organizes and directs the activities of the Bureau of Transit Programs in the Department of Transportation; and does related work.

Distinguishing Features: The Director of Transit Programs coordinates and directs the activities of the Rail Transit Programs Division and the Bus Transit Programs Division in the Department of Transportation. An employee of this class serves as the Department's representative in contacts with other government and transportation agencies on matters related to transit programs. The Chief of Transit Programs reports to the Assistant General Manager Transportation and has wide latitude for independent action within the scope of established policies, procedures and regulations.

Examples of Duties: Directs the Bureau of Transit Programs; plans, organizes, directs, and coordinates the Department of Transportation rail and bus transit programs through Senior Transportation Engineers; administers the Proposition A Fund; develops and administers the Shuttle Bus, Commuter Express Bus, and Charter Bus Programs.

Serves as liaison to the Los Angeles County Transportation Commission, the Southern California Association of Governments, the Southern California Rapid Transit District, and other state and local agencies or citizen groups involved with transit programs; represents the Department of Transportation before the City Council and its committees on transit project issues; administers and directs the contract work of rail transit consultants; develops traffic mitigation plans for rail transit projects; monitors contractor compliance with required worksite traffic control plans; and speaks before civic and community organizations and the news media to explain the City's transit programs and to obtain public support and cooperation for the programs.

Prepares or reviews a variety of narrative and statistical reports related to the operation and administration of the Bureau of Transit Programs; prepares or reviews correspondence to other City departments or outside agencies and individuals in response to requests for information regarding the City's rail and bus transit programs; analyzes proposed legislation or policies of other agencies to determine their effect on the City's rail and bus transit programs; and may occasionally be assigned to other duties for training purposes, or to meet technological changes or emergencies.

Qualifications: A good knowledge of the theory, principles, and practices of transportation and transit engineering and planning, and State and City laws and regulations on traffic control; a good knowledge of the methods, sources and procedures for financing projects; a good knowledge of transportation problems encountered in a large City and the methods of achieving public and political support for implementation of improvements; a good knowledge of construction

methods, cost control, administration, and coordination as required in the conduct of extensive rail and bus transit projects; a good knowledge of planning, funding, contracting and administration of privately contracted public commuter and shuttle bus systems and community transit programs; a good knowledge of the principles, methods and results of transportation demand management and air quality programs together with applicable laws and plans; a good knowledge of the principles and practices of public administration, including budget preparation, personnel management, and cost control procedures as required to direct the activities of the Bureau of Transit Programs; a good knowledge of the principles and practices of supervision; a good knowledge of safety principles and practices; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of the City's Personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to plan, coordinate, direct and review the work of subordinate supervisors; the ability to communicate effectively with subordinates; the ability to provide comprehensive job orientation to new employees; the ability to develop subordinates through training and performance feedback; the ability to motivate subordinates to work productively and efficiently; the ability to utilize the full range of subordinate's skills; the ability to establish and maintain cooperative relationships with governmental officials, agencies and civic organizations; the ability to speak effectively before groups; and the ability to prepare clear, concise reports and sound recommendations.

Graduation from a recognized four-year college or university with a major in Transportation Planning, Transportation Engineering, Urban Planning, Public Administration or a related field, and one year of full-time paid experience at least at the level of Senior Transportation Engineer in directing transit program activities.

Appointment to positions in this class is subject to a one-year probationary period as provided by Section 109 of the Los Angeles City Charter.

Physical Requirements: Strength to perform average lifting of less than fifteen pounds and occasionally over twenty-five pounds; and good speaking and hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not

restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.