

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>04/2013</b>
<b>POSITION</b>	<b>DIRECTOR</b>	<b>MIN. ANNUAL SALARY</b>	<b>\$85,000.00</b>
<b>DEPARTMENT</b>	<b>KWDOT (4401-544)</b>		
<b>JOB CODE</b>	<b>20018</b>	<b>GRADE</b>	<b>UDP</b>

### **PHYSICAL LOCATION:**

- City of Key West Department of Transportation building, 627 Palm Avenue, Key West FL.

### **REPORTING RESPONSIBILITIES:**

- Assistant City Manager (2) and City Manager.

### **GENERAL FUNCTIONS:**

- This is a large-scale administrative and management position held as head of the Department of Transportation, exercising authority over professional and paraprofessional employees. This position involves day to day operating of the transit system and Park N' Ride Parking Facility and limited joint management of positions in Feet Service. This individual will oversee the management team acting as the facilitator to assure follow through on all operations assigned to the Department of Transportation. This position shall oversee all contractual obligations and other projects in the department, working closely with the City, County, State and Federal government bodies as well as private citizens, organizations and private business and independent contractors.

### **ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate and perform duties of this job description.
- Able to work a forty (40) hour work week and overtime when necessary.
- Able to use equipment and or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to operate a motor vehicle.
- Able to work outside in all types of weather including emergency management.
- Computer literate and mouse/keyboard proficient
- Able to handle and operate a two-way radio.
- Able to supervise, plan and coordinate scheduling and operations of transit, parking and fleet services.
- Able to serve as part of the management team at KWDoT.
- Ability to function in a team management environment, fostering good working relationships between divisions in the department and other City departments.
- Ability to establish and maintain a positive working relationship with employees, other department representatives, outside agencies and the public.
- Perform all other related duties as required.

### **EQUIPMENT TO BE USED:**

- Personal computers, electronic equipment such as cash registers, adding machine, vehicle locator system, two-way radio, GPS, MDT, Vehicle Mapping systems, RTIS, cell phone and beeper.
- Copy machine, scanner, fax and other office equipment.

**ENVIROMENT:**

- Office with air conditioning and outside in all weather conditions.

**PYSICAL REQUIREMENTS:**

- Standing 25%
- Reaching 10%
- Climbing 10%
- Sitting 45%
- Bending 10%

**DUTIES/TASKS/JOBS:**

- Responsible for reports and records required by the Federal Transit Administration (FTA), State of Florida Department of Transportation (FDOT), and any other local, state or federal agency.
- Responsible for the proper keeping of records and reports submitted by the staff, in accordance with record retention requirements – including grant program requirements.
- Prepare bid requirements for equipment and/or services required by the department.
- Prepare grant submissions; manage grants including all required reports and audits.
- Exercises a considerable amount of supervisory judgement and control over the financial operations of the department.
- Prepares budgets, purchasing and other internal financial documents including auditing and fiscal reports.sd
- Designs and implements management information systems to include performance standards.
- Prepares work schedules, monitors overtime and time sheets for all employees in the department.
- Oversees all areas to ensure that personnel and machinery are functioning properly.
- Oversees records of revenues collected, expenses, maintenances and other related departmental data, number of vehicles utilizing the area, checking figures monthly with KWDoT team members.
- Handles all discrepancies via investigation and justifies by error or disciplines appropriately.
- Handles all personnel matters including but not limited to disciplinary, discrepancies and/or reprimands.
- Negotiates for the department.
- Oversees the repair and maintenance of all parking equipment and fleet services to ensure personnel are on-call on an emergency basis for road or service requirements.
- Perform other related duties as assigned.
- On call 24-hours per day in the event of special circumstances or disaster.
- Required to carry a cellular phone or beeper.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Ability to negotiate and coordinate effectively with the general public.
- Ability to organize and manage in a team manner, fostering good working relationships between divisions and departments in the City as well as outside agencies.
- Ability to function as a project coordinator.
- Skills necessary to provide presentation and/or facilitate public meetings.
- Knowledge of Transportation Development Plans (TDP), Hazard and Security Plan (HSP), System Safety Program Plan (SSPP) and other mandated public transit planning / operational documents.
- Ability to supervise and assign staff of employees in a manner conducive to productivity and high employee morale.
- Knowledge of Internet use relatively to USDOT, FDOT and FTA programs required as a minimum.
- Knowledge of management and labor relations is essential.
- Knowledge of competitive bid process required.

- Able to tactfully and effectively deal with the public, employees, and other team members.
- Able to analyze current methods of operations and make appropriate changes to improve productivity and efficiency levels.
- Able to analyze, evaluate, recommend and present long range plan for vehicle maintenance, capital improvement programs and policies.
- Knowledge of all local, State and Federal mandates to assure eligibility for grant assistance at all levels.
- Knowledge of all local, State and Federal requirements relative to industry safety standards.
- Valid Florida Driver's License.
- Graduate from an accredited college. A four year degree in business/accounting or transportation related field preferred.
- Minimum of five (5) years of experience in transportation and fleet operations, in the State of Florida preferred.
- Minimum five (5) years of experience in grant writing and management in transit, in the State of Florida preferred.
- Minimum of seven (7) years of experience in senior management positions in public transit.
- Must possess strong interpersonal skills.
- Must be able to effectively communicate both orally and written.

**Periodically duties, equipment, material and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.**

**I \_\_\_\_\_, have read this job description and hereby agree with above noted "Acknowledgments" that I meet the requirements and qualifications and, if hired, that I can perform these related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.**

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**Applicant Signature**

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**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION  
VETRANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
3102 Flagler Avenue  
Key West, FL 33040  
Office Telephone: (305) 809-3714**