



CITY OF IRVINE

CALIFORNIA

INVITATION TO AN EXCITING CAREER OPPORTUNITY

TRANSPORTATION MANAGER

THE POSITION

The City of Irvine is seeking an innovative and highly accomplished professional to serve as the City's Transportation Manager. Reporting to the Public Works Director, the Manager will oversee all aspects of transportation matters, including traffic management and transit planning, and serve as the staff liaison to the newly created City Transportation Commission. The Manager will develop and implement the City's transportation initiatives, as defined by the City Council, including the Active Transportation Plan that promotes increased pedestrian and bicycling activities. The ideal candidate will be well networked in the profession and have a strong understanding of regional transit and transportation matters.

The Manager will also have a unique opportunity to engage with stakeholders, developers, elected officials, City Commissions and the general public on several complex transit and transportation projects. As the lead project manager for many of these projects, the incumbent will be expected to assertively and astutely move transportation programs and projects from inception to completion. In this role, the Manager will exemplify superior networking and consensus building skills and be actively attuned to community interests and concerns.



ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Analyzes and maintains knowledge of community needs regarding transportation and forecasts infrastructure requirements; manages and maintains knowledge of transit planning and traffic engineering.
- Maintains current knowledge of modern principles and practices of traffic and transportation engineering program development and planning, and related federal, state and local laws, codes and regulations.
- Coordinates intergovernmental transportation activities; participates in board and professional group meetings on transportation issues.
- Manages, directs, plans and organizes the daily operations of the City's Transportation, Transit and Active Transportation functions. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement.
- Manages and participates in planning for departmental activities and develops short- and long-range goals, objectives, policies and priorities for division functions and programs.
- Develops and monitors standards and service levels. Researches, develops and implements innovative service programs. Allocates staff and resources according to priorities.
- Interacts with multiple City departments; represents the City with citizen groups, outside agencies and the general public. Attends and participates in meetings with the City Council, Commission, committees, private agencies and the public; makes oral presentations as necessary.
- Plans, assigns, directs and reviews the work of division staff, allocates staff and other resources to various tasks. Selects, trains and evaluates performance of staff. Develops and implements staff development and training activities.
- Manages and oversees development and administration of the division's annual budget, annual work plan and portion of the Strategic Business Plan; directs the forecast of additional funds needed for staffing, equipment, vehicles, materials and supplies; directs monitoring and approval of expenditures; directs and implements adjustments as necessary.
- Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to transit, transportation and traffic programs, policies and procedures as appropriate.



QUALIFICATIONS

MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Bachelor Degree in Transportation Planning, Traffic Engineering, Urban Planning or a related field, with major coursework in transportation planning and six (6) years of advanced professional experience in transportation planning, project management, traffic engineering, intergovernmental administration or related area, including supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.



#1 IN AMERICA **BEST-RUN**

IRVINE RANKED FIRST IN 24/7 WALL STREET'S 2014 LISTING OF BEST-RUN CITIES IN AMERICA BASED ON ECONOMY, JOB MARKET, CRIME LEVEL, AND WELFARE OF THE POPULATION





THE CITY OF IRVINE

ABOUT THE CITY

The City of Irvine is located 40 miles southeast of Los Angeles and six miles from the ocean in Orange County, California. Irvine encompasses more than 66 square miles and has a current residential population of more than 255,000. Incorporated in 1971, Irvine is recognized as one of America's safest and most successful master-planned urban communities. Top-rated educational institutions, an enterprising business atmosphere, growing transportation services, sound environmental stewardship, and respect for diversity all contribute to Irvine's enviable quality of life. The City is ideally located adjacent to John Wayne/Orange County Airport and close to many of Southern California's largest tourist attractions, numerous resorts, and some of the state's finest beaches.

Irvine has also been recognized as one of America's Best Places to Live, according to Money Magazine. The City of Irvine has the distinction of being one of the safest cities in the United States with a population of more than 100,000, based upon FBI statistics on violent crime.

The City employs almost 800 full-time and more than 500 part-time personnel and has an operating budget of \$188.3 million. The Irvine community features an array of entertainment and recreational opportunities, parks and open space, a nationally recognized school district, a vibrant business environment, and an exceptional quality of life that makes it one of the most desirable cities in which to live and work.





THE DEPARTMENT

PUBLIC WORKS

The mission of the Public Works Department is to develop, build, and maintain public infrastructure by effectively administering and managing the design, engineering, construction, environmental regulations, and maintenance of City-owned streets, transportation systems, facilities, landscape, and other assets.

The Department has 155 full time staff members and is composed of ten divisions cooperating to create a highly effective team. The divisions include Administration, Transportation Planning & Project Development, Project Management, Development Engineering, Streets and Right-of-Way Maintenance, Landscape Maintenance,

Traffic Management and Signal Maintenance, Environmental Programs, Facilities Maintenance, and Fleet Services. Together these divisions provide essential services designed to meet City Strategic Business Plan goals.

#1 CITY IN CALIFORNIA

RATED THE #1 CITY IN CALIFORNIA FOR THE FOURTH CONSECUTIVE TIME BY MONEY MAGAZINE'S BEST PLACE TO LIVE 2014 LIST



COMPENSATION

The City of Irvine offers a highly competitive compensation package. The salary range for the incoming Manager of Transit and Transportation is \$103,376.00 - \$161,054.00 annually and is subject to qualifications. The City also offers an attractive benefits package including:

> **HEALTH PLAN**

The City offers medical, dental, and psychological insurance coverage for employees and their dependents. In addition, the City provides life insurance, a fully-paid vision plan, and a disability plan for employees.

> **LEAVE TIME**

120 to 200 hours of annual vacation accrual, depending on years of service; 11 paid holidays per year; 96 hours of sick leave per year; 40 hours of administrative leave per year; and 71 hours of annual personal leave.

> **BENEFITS**

Professional Development/Education Reimbursement up to \$1,300 per year; Flexible Spending Account that allows pre-tax dollars to pay for eligible medical and dependent care expenses; and a City Wellness program that includes on-site fitness centers.

> **RETIREMENT**

CalPERS 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members.

> **MANAGEMENT INCENTIVE COMPENSATION**

The City offers additional compensation in the amount of 3% above base salary.

> **CAR ALLOWANCE**

The City provides a monthly car allowance of \$300.

> **CELLULAR PHONE ALLOWANCE**

The City provides a monthly cellular phone allowance of \$100.





ARE YOU INTERESTED?

APPLY HERE

FOR QUESTIONS AND INQUIRIES, CONTACT:

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An Equal Opportunity/ADA Employer

