**Associate Director, Transportation Standard Job Description**

**Classification Title:** Associate Director, Transportation

**FLSA Exemption Status:** Exempt

**Pay Grade:** 16

**Minimum Pay:** $120,757.48

**Job Description Summary:**

The Associate Director, Transportation is responsible for all departmental operations and administration for the Department of Transportation Services related to IT Support, IT Development, and Parking Access and Maintenance.

**Essential Duties and Tasks:**

**40% Management/ Supervision**

* Is responsible for strategic supervision and oversight of managers who are responsible for the managing and operating of three different units (IT Support, IT Development, and Parking Access and Maintenance).
* Is responsible for establishing performance goals and measures of evaluation of success for areas of responsibility.
* Is responsible for selecting, orienting, training, motivating and retaining staff capable of meeting current and projected human resource needs for the unit.
* Plans, schedules, and monitors staff, including responsibility for coordinating/assigning and scheduling leave.
* Is charged with ensuring adequate staffing for meeting unit goals to include interviewing and hiring, disciplinary actions and terminations, probationary reviews and annual evaluations.
* Provides employees with operational feedback. Is responsible for approving time worked and leave requests for full-time employees.

**20% Administration**

* Monitors customer service orientation of the department and its employees.
* Provides effective budget management and monitors operations by establishing cost controls and measuring performance to budget.
* Oversees the recruitment and appointment of highly qualified individuals.

**15% External Relations and Development**

* Builds relationships between the Transportation Services Department and a wide variety of constituents within the industry and groups such as community leaders, faculty, staff, and students.
* Interacts with the Cities of Bryan and College Station, Brazos County, the Texas Department of Transportation, the Texas A&M University System Facilities Planning and Construction Department, and Facilities Services to control effects of construction or traffic management related work.
* Is recognized as an effective spokesperson regarding issues and the goals of the University and Transportation Services.

**5% Department Objectives/ Customer Service**

* Transportation Services is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all. Employees are responsible for the following: representing the department to internal and external customers; maintaining 100% on time compliance with all university required training for all employees; approving time worked and requesting appropriate leave in a timely manner; reading and responding to e-mail; reviewing/reading information listed on the department intranet; performing assigned tasks in a safe manner and utilizing personal protective items/equipment as appropriate or instructed by supervisor or department; reporting unsafe actions or conditions to supervisor immediately and supporting and following unit/department safety guidelines, practices and policies.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc.
* Persons in this position must be able to travel around campus for meetings and during football games and other special events.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Eight years of related experience.

**Required Licenses and Certifications:**

* Valid driver’s license. Must be able to obtain State of Texas class “C” vehicle operator’s license within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Demonstrated leadership ability.
* Skilled in written and verbal communication.
* Ability to effectively manage large, diverse organizations.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone
* General Office Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**