**Director, Transportation Standard Job Description**

**Classification Title:** Director, Transportation

**FLSA Exemption Status:** Exempt

**Pay Grade:** 17

**Minimum Pay:** $138,871.10

**Job Description Summary:**   
The Director of 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. Will be in charge when Associate Vice President and Executive Director are not available depending on Director’s availability.

**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.
* Is in charge when Associate Vice President and Executive Director are not available depending on Director's availability. By serving as the Associate Vice President during each of these absences, this individual has signature and budgetary authority for the entire department on a more than sporadic basis.

**10%: 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.
* Is responsible for being a standing member on additional committees dealing with internal and external transportation matters required to meet biweekly and monthly.

**10% 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.
* Ten 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.
* Required to work several TAMU home football games in case of emergency part replacement.

**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**

**No**

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

**Yes**

**No**