



The City of
OKLAHOMA CITY
PERSONNEL DEPARTMENT
420 W. Main, Suite 110
Oklahoma City, Oklahoma 73102

Vacancy

Note: Please include resume, cover letter, application, and five years of salary history in application packet.

ASSISTANT DIRECTOR OF PUBLIC TRANSPORTATION & PARKING **Salary: Dependent Upon Qualifications**

Interested applicants apply at the Personnel Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. Application packets will be accepted from January 16, 2012 until the position is filled. Initial consideration will be given to applications received by February 3, 2012.

JOB SUMMARY

This position is located in the Public Transportation & Parking Department of The City of Oklahoma City and is under the direction of the Public Transportation & Parking Director. The Assistant Director will be responsible for overseeing transportation operations including: fixed route and paratransit transportation, fleet maintenance, facilities management, contracted transit services and planning. **Essential job functions include:** representing the Director on various boards and committees and at meetings; analyzing and implementing various departmental productivity improvement measures; coordinating the preparation of annual budgets; researching, preparing and presenting reports for the City Council and the Central Oklahoma Transportation & Parking Authority Board of Trustees; determining long-range organizational, fiscal, and community impact of departmental changes and decisions; providing the Director with an objective analysis of current legislation impacting departmental activities and the City organization; representing the Director in labor/management relations with the transit union; coordinating division activities with other City departments and tenants; assisting the Director in determining long range organizational impact of departmental goals, changes, and decisions; conducting public outreach and promoting community relations; and working with state and federal legislators to advance public transit issues. Duties may vary in nature from writing special reports, conducting research assignments of a complex nature, presenting written and verbal reports, analyses, and recommendations on a variety of matters to maintaining a constant and effective interface between the department, City organization, and outside agencies.

VETERANS PREFERENCE

A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full time by the City of Oklahoma City. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-297-2137.

JOB REQUIREMENTS

- Knowledge of and skill in applying management principles and techniques.
- Skill in coordinating activities of professional, technical, and clerical staff.
- Skill in verbal and written communication.
- Skill in critically assessing and organizing a wide variety of information.

JOB REQUIREMENTS – Cont'd

- Ability to establish and maintain effective working relationships with employees, municipal officials, legislators, outside agencies, and the public.
- Ability to plan, design, implement and evaluate current systems and systems improvements.
- Ability to develop long-range plans and evaluate work accomplishments.
- Willingness to assume responsibility for work performed and decisions made.

DEPARTMENTAL PREFERENCES

- Bachelor's Degree in Transportation, Business, or Public Administration.
- Knowledge and experience in Union/Management relations and conducting labor negotiations.
- Eight or more years of progressively increasing responsibility in senior management managing a multi-million dollar budget and supervising 100+ employees.
- Experience with multi modal transit operations.

WORKING CONDITIONS

- Primarily inside.
- Occasionally required to work beyond normal working hours.
- Occasional local and out-of-town travel.

PHYSICAL REQUIREMENTS

- Near vision enough to see a computer screen and printouts, and to read and draft written documents such as reports.
- Speech and hearing enough to communicate clearly and distinctly both in person and by telephone.

FRINGE BENEFITS

Vacation	96 hours per year
Sick Leave	130 hours per year
Holidays	10 regular holidays per year
Injury Insurance	Effective day of employment
Retirement	Jointly paid by the City and employee
Credit Union	Full banking services
Life Insurance	City provides \$10,000 term coverage; optional, supplemental and dependent coverage available at low rates
Health Insurance or Health Maintenance Organization	Plans are available for employee and dependent coverage
Dental Insurance	Dental plan options are available for employee and dependent coverage at reasonable rates
Disability Plan	City pays 60% of pre-disability income
Compensation card	Employees are required to receive pay electronically, either direct deposit or pay-card

Vac ID: 2366
Agency/Org: 520/0101
Classification: 1031
Analyst: RS