



CITY OF ALBUQUERQUE
invites applications for the position of:

Deputy Director-Transit UN

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CLASS CODE:	U00333
DEPARTMENT:	Transit
DIVISION:	TR-Administration
BARGAINING UNIT:	No Union
REQUISITION #:	2100616
SALARY:	Depends on Qualifications
OPENING DATE:	11/23/20
CLOSING DATE:	02/12/21 11:59 PM

POSITION SUMMARY:

The Deputy Director of Transit reports to, and is responsible for aiding the Director of Transit in oversight and management of all Transit related functions, including personally and through subordinate supervisors, directing administrative, operational and maintenance divisions within the Transit Department; supervising enforcement of applicable federal, state and local regulations pertaining to transportation operations; and participating in planning for future growth and expansion. This position may represent the Transit department and City Council and state legislature proceedings. The Deputy Director of Transit will also assist in determining and recommending personnel staffing requirements; developing and submitting an annual budget; coordinate department activities with other departments and outside agencies and provide highly responsible and complex administrative support to the Transit Director.

This is a safety sensitive position subject to random drug/alcohol testing.

This is an unclassified at-will position.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

MINIMUM EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS:

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in business administration, public administration, or operations management; **and**

Six (6) years of executive public management, transportation management, fleet management, or project management experience; **and**

To include eight (8) years of direct supervisory experience.

Master's degree in any of the above fields preferred.

ADDITIONAL REQUIREMENTS:

Possession of a valid New Mexico Driver's License, or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

Nontraditional working hours, semi-frequent work on weekends, working hours and days commensurate with special event planning, transit services and other conditions commensurate with a large urban transit system.

PREFERRED KNOWLEDGE:

- Operations, services and activities of a comprehensive transportation management program
- Transit maintenance requirements, to include necessary vehicles, supplies, materials, and equipment
- Principles and practices of program development and administration
- Principles of project management
- Methods and techniques of research and analysis
- Principles and practices of municipal budget preparation and administration
- Principles of business letter writing and basic report preparation
- Principles of negotiating collective bargaining agreements
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and local laws, codes and regulations

PREFERRED SKILLS & ABILITIES:

- Report on operating conditions and problems and to recommend or implement appropriate solutions
 - Plan, organize, direct and coordinate the work of Transit staff
 - Interpret, explain and enforce departmental policies, procedures and applicable ordinances, codes and regulations
 - Select, supervise, train and evaluate staff
 - Meet programmatic and regulatory requirements and deadlines
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments
 - Identify and respond to sensitive community and organizational issues, concerns and needs
 - Participate in the development and administration of department goals, objectives and procedures
 - Prepare and administer large and complex budgets
 - Prepare administrative and financial reports
 - Analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals
 - Research, analyze and evaluate new service delivery methods and techniques
 - Interpret and apply Federal, State and local policies, laws and regulations
 - Communicate clearly and concisely
 - Respond to questions and concerns from City employees and the public
 - Perform the essential functions of the job with or without reasonable accommodation
 - Establish and maintain effective working relationships with those contacted in the course of work
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Albuquerque, NM 87103
505 768-3700

humanresouces@cabq.gov

Deputy Director-Transit UN Supplemental Questionnaire

- * 1. Select the highest level of successfully completed related education as identified by the minimum requirements (if applicable, attach supporting degree or transcripts).
 - No High School Diploma or GED
 - High School Diploma or GED
 - Non/degree accredited hours (some college)
 - Associates
 - Bachelors
 - Masters
 - Juris Doctorate
 - Doctorate

- * 2. Select the number of years of work experience you possess which relates to the minimum requirements, if applicable, add verifiable time in a temporary upgrade status and/or volunteer experience when selecting number of years.
 - No experience
 - 1 to less than 6 months
 - 6 to less than 12 months
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years to less than 6 years
 - 6 years to less than 7 years
 - 7 years to less than 8 years
 - 8 years to less than 9 years
 - 9 years to less than 10 years
 - 10 years to less than 11 years
 - 11 years to less than 12 years
 - 12 years to less than 13 years
 - 13 or more years

- * 3. Do you possess a valid New Mexico Driver's License, or have the ability to obtain by date of hire (attach a copy of your Driver's License)?
 - Yes
 - No

- * 4. Do you possess the supervisory experience outlined in the minimum requirements? If you have successfully completed the City of Albuquerque's Pre-Management Development Program (PMDP), please include two (2) additional years in your supervisory experience (attach certificate, if applicable).
 - Yes
 - No

- * 5. Do you possess a Masters Degree in business administration, public administration, or operations management?
 - Yes
 - No

- * Required Question