



POSITION NAME: EXECUTIVE DIRECTOR, TRANSPORTATION SERVICES

JOB CODE: 1517.EXECUTIVE DIRECTOR.OPS.ADMN			
PAYGRADE	DUTY DAYS	FLSA EXEMPTION	DEPARTMENT
Executive Leadership 11	226	Exempt	971 – TRANSP SRVS

REPORTS TO: Deputy Chief of Operations

MAJOR RESPONSIBILITIES:

1. Directs management in the development, deployment and ongoing management of key initiatives covering multiple major transportation disciplines with direct accountability for results in terms of effectiveness, costs, methods, and employees.
2. Develops strategic plans, departmental objectives, and opportunities to implement best practices within the department.
3. Prepares recommendations to promote equitable legislation as it relates to transportation policies.
4. Meets and confers with parents and community groups on all transportation interests and issues/concerns. Represents the district in professional organizations at the local, state, and national levels.
5. Establishes operational objectives and assignments for multiple transportation disciplines/functional areas.
6. Ensures the district complies with all local, state and federal statutes, specifically the Texas State Board of Education's transportation policies, and the U.S. Department of Transportation regulations.
7. Collaborates with senior leadership to develop strategies and broad departmental objectives; establishes methods, techniques and evaluation criteria for projects, programs and people in the achievement of strategic objectives.
8. Evaluates recommendations of others, deciding on course of action in ambiguous situations, and oversees the deployment of innovative solutions.
9. Accounts for revenue derived from the Texas Education Agency. Submits accurate and comprehensive reports related to funding. Prepares and administers the departmental budget. Establishes departmental policies and procedures for staff performance and appraisal.
10. Consults with city, county, and various other public agencies concerning district-related transportation issues.
11. Performs all other tasks and duties as assigned

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the HCM Director.



SUPERVISORY RESPONSIBILITIES: Assigned Personnel

QUALIFICATION REQUIREMENTS:

1. Bachelor's Degree in Business Administration, Education, or other related area. Master's Degree preferred.
2. 7 years of experience of overall experience within transportation services or other business related areas. 4 years of leadership experience managing large organizational projects.
3. Project Management Professional certification is preferred.
4. Education services experience is highly preferred, yet not required.
5. Ability to utilize critical thinking skills and recommended resources to solve issues presented by city and community advisory boards, district Board of Trustees, senior leadership and departmental staff.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must routinely lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Travel throughout the district is integral to this job.

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