



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Transportation

Reports to: Chief General Services Officer
Department: Transportation
Compensation: BL 11
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Plans, directs, and controls vehicle scheduling, allocation, dispatching, licensing, and communication functions to effect economical utilization of vehicle facilities by performing the assigned duties personally or through subordinate supervisors.

Qualifications/Job Requirements:

Education:

- Bachelors Degree

Specialized Knowledge, Licenses, etc:

Experience:

- 10 years experience

Specific Training/Skills:

Physical Requirements (If Applicable):

Other:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of citizens or employees.

Scope of Authority (If Applicable):

Customer Contacts (Internal and External):

- **Internal:**
 - Transportation department employees
 - TPS department managers
- **External:**
 - Print, television and radio media
 - Citizen groups

Duties and Responsibilities:

- Develops policies, programs, and procedures for efficient operation of transportation system and terminal operations.
- Sets schedules and routes and assigns drivers and vehicles.
- Submits recommendations for development of and compliance with transportation policies, procedures, and programs.
- Conducts continuous analyses of vehicle and driver assignments and analyzes scheduling for possible consolidation, reviews and revises driver schedules to increase efficiency and to lower costs.
- Directs compilation and issuance of timetables.
- Conducts field surveys to evaluate operations and recommends changes.
- Directs compilation and preparation of statistical surveys to determine traffic trends.
- Reviews and analyzes reports such as performance records and seat occupancy patterns to secure information for recommended changes.
- Analyzes proposed schedules, initiates preparation and distribution of proposed trip schedule changes, and submits analyses of data and rescheduling recommendations to administration.

- Directs operation and maintenance of communication systems; reviews procedures; provides guidance to resolve technical problems; analyzes costs and recommends cost control measures; and develops plans, policies, and budgets.

Supervisory Responsibilities

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Project Management

- Develops project plans.
- Coordinates projects.
- Communicates changes and progress.
- Completes projects on time and budget.
- Manages project team activities.

Teamwork

- Balances team and individual responsibilities.
- Exhibits objectivity and openness to others' views.
- Contributes to building a positive team spirit.
- Builds morale and group commitments to goals and objectives.
- Supports everyone's efforts to succeed.

Change Management

- Develops workable implementation plans.
- Communicates changes effectively.
- Builds commitment and overcomes resistance.
- Prepares and supports those affected by change.
- Monitors transition and evaluates results.

Leadership

- Exhibits confidence in self and others.
- Inspires and motivates others to perform well.
- Effectively influences actions and opinions of others.
- Accepts feedback from others.
- Gives appropriate recognition to others.

Diversity

- Demonstrates knowledge of EEO policy.
- Promotes a harassment-free environment.
- Builds a diverse workforce.

Safety and Security

- Observes safety and security procedures.
- Determines appropriate action beyond guidelines.
- Reports potentially unsafe conditions.
- Uses equipment and materials properly.