

## **ASSISTANT TRANSPORTATION MANAGER - PROJECTS**

**SUMMARY:** A highly organized, self-motivated individual and an excellent communicator whose primary responsibility is assisting with planning and facilitating a range of capital and operating projects that require research, work scope development, management, scheduling of timelines, deliverables, budget and reporting. This individual has the ability to multi-task and monitor numerous projects simultaneously and has the interpersonal skills needed to maintain close relationships with project stakeholders, including internal departments and external agencies, consultants, contractors, vendors and Transportation clients. A high degree of adaptability is required to navigate the dynamic needs and activities of each project type, while also having the innate ability to operate confidentially and independently as certain responsibilities, including overall responsibility for projects may increase over time.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The Authority's Transportation Manager - Projects may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable.*

### **Project Coordination**

In collaboration and coordination with the Transportation Department's subject matter expert (SME) assigned to specific department projects, as well as other designated MCCA Departments and contractor project leads:

- Facilitates planning, scope management, schedules, and budgets for all assigned projects
- Executes project work plans; revise as necessary to drive projects to completion
- Coordinate and manage project resources, contract staffing, and deadlines
- Coordinate and facilitate project team meetings
- Manage and review deliverables; provide project updates to the Transportation Manager - Projects
- Identify areas for project improvement and growth and present to the Transportation Manager – Projects
- Conduct research, compile and type statistical reports
- Assists the Transportation Manager - Projects in the preparation reports, records and logs relating to transportation.
- Spearhead the Department on all aspects as it relates to the Authority's Green Initiatives, Social Media and innovation
- Develops plans and makes recommendations on all aspects of required graphic development
- Provides administrative support as needed.

**SUPERVISION RECEIVED:** Supervision is provided by the Transportation Manager – Projects and includes assignment of duties, inspection of work, training, coaching, and performance evaluation.

**EDUCATION/ EXPERIENCE:** Bachelor's degree in business management, transportation, construction or other related field is preferred a related field. At least one year of directly related, full-time work experience is required.

- Proficient in Microsoft Office (Word, PowerPoint, Excel, Project, Outlook, Powerpoint), Adobe Creative Suite (Photoshop, Illustrator, InDesign), financial management systems.
- Excellent organizational skills. Strong written and verbal communication and interpersonal skills. A high degree of flexibility.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK SCHEDULE:** The work schedule for this position is typically Monday through Friday however; the hours and days may fluctuate based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays, willingness and ability to travel is also necessary.

**DRESS CODE:** In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees

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