



Job Title	Multimodal Division Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	8	Job Code	19760

Class Specification – Multimodal Division Manager

Summary Statement:
 The purpose of this position is to direct and manage the City of Colorado Springs’ Mobility divisions, to include Transit and Traffic Engineering. This position develops long-range strategic plans for transportation demand management needs with community development, land use, growth management, downtown revitalization and economic development issues; represents the City’s interests with transit related community groups, manages key traffic engineering programs and provide professional and technical oversight on complex issues that are of division-wide importance or involve cross-over functions of the division. Position establishes and monitors key performance indicators to ensure the highest level of service is provided to customers in the most effective and efficient manner.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Assumes management responsibility for assigned Department services and activities; collaborate with community partners and communicate value, benefit and need for transportation alternatives to all citizens. Oversees department operations; analyzes problems and recommends appropriate methods, approaches, strategies, and solutions and identifies project consequences of proposed actions.
25%	Incorporate multiple modalities to move seamlessly from City core to outlying destinations. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, to ensure continuous improvement and organizational productivity; researches and evaluates programs and policies and analyzes complex technical documents and proposals and makes recommendations to community stakeholders.
25%	Oversees the technical research, planning, design, estimating, contracting, permitting and monitoring of City projects. Attends City Council meetings, work sessions, and local and regional boards and commissions.
5%	Oversees budget preparation by guiding the development of annual department and division operating budgets; develops and prioritizes capital improvement program



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	project requests and ensures the proper monitoring and reporting of budget revenues and expenses.
5%	Manages and coordinates work plan for assigned department staff and evaluates personnel by assigning work activities, projects, and programs; evaluates methods and procedures; mentors staff in the identification and resolution of problems; counsels employees to correct deficiencies; reviews disciplinary situations; and reviews and implements policies and procedures to meet organizational needs.

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in transportation planning, parking administration, public administration, or a related field.

Experience: Five years of full-time responsible experience in transportation, parking or public administration including 3 years of managerial experience.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: April 2022