

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

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.

Title: ASSISTANT DIRECTOR, TRANSPORTATION SERVICES

Reports To: Designated Supervisor

UW Job Code: 3071

UW Job Family: 32 – Administrative Support

SOC Code: 11-3071

FLSA: Exempt

Pay Grade: 25

Date: 3-1-20

JOB PURPOSE:

Assist the Director with the operational, financial, and personnel functions of the Transportation Services Department. Administer management, coordination, and daily operations for Transportation Services customer service entities or maintenance operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the daily operational functions of the Transportation Services department with discretionary authority.
- Directly oversee functional areas of Transportation Services, including hiring, supervision, training, and evaluation responsibilities.
- Develop and implement vehicle maintenance and repair-related policies and procedures.
- Assist with preparing, implementing, and tracking budgets for areas of Transportation Services including Auto Shop, Transit Maintenance, Parking Services and Car Rental Services. Make budget recommendations.
- Provide liaison representation and initiate problem resolutions between city, county, state, and federal customers, vendors, and university customers.
- Work collaboratively with other campus departments, staff and faculty in administering Transportation related programs or projects.
- Assist with procurement functions for software, equipment, and vehicles as directed.
- Provide input and assistance with strategic planning for the Transportation Services Department.
- Gather data, compile information, and prepare reports as assigned.
- Responsible for compliance with Unireg-179 (official vehicle policy) "Sole Authority to title, register, and license University Vehicles".

SUPPLEMENTAL FUNCTIONS:

- May serve on University committees.
- Attend and represent Transportation Services at regional and national meetings and conferences.
- Research new technology for Transportation Services areas including software and equipment, make purchasing recommendations.
- Attend and participate in training and other professional development activities.
- Participate in performance-related goal setting and planning to meet personal and organizational goals and objectives.
- Assist with advertising/marketing programs; assist in the preparation of a variety of departmental materials including brochures and parking credentials.
- Act as the Director in Director's absence, as assigned.

COMPETENCIES:

- Communication
- Inclusiveness
- Striving for Excellence
- Initiative
- Service Orientation
- Teamwork
- Individual Leadership
- Independence
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Transit and parking operations of comparable size, scope of services and impact.
- Grant application processes, procedures, submission and monitoring.
- Budget and expenditure planning, authorization, and monitoring.
- Problem resolution techniques.
- University, city, county, state and federal regulations as related to Transit and Parking Services functions.
- Planning and scheduling techniques.
- Federal, state and local safety regulations, protocols, and/or procedures.
- Staff hiring, supervision, and assessment policies and procedures.

- DOT, FCC, NMAC, ADA, and NTSB regulations pertaining to the day-to-day operation of a public shuttle system.
- MS Office and/or comparable productivity software.
- Business and operational aspects of running a shuttle-based public transportation system, including disabled/paratransit services and group transportation.
- Campus parking lot management and operations.
- Sales processes of parking privileges, revenue collections, citations/appeals processes and procedures.

Skills and Abilities to:

- Manage projects, priorities, and time to meet demanding and conflicting deadlines.
- Identify and secure alternative funding/revenue sources.
- Prepare and manage budgets.
- Write grant applications.
- Work collaboratively with others, building positive interdepartmental working relationships.
- Develop and implement proactive and creative marketing campaigns, public awareness materials, and other communication items utilizing written materials and the website.
- Communicate effectively, both orally, interpersonally, and in writing.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Manage development and performance of employees.
- Analyze and interpret financial and operational data and prepare business reports, projections, and recommendations.
- Develop and maintain recordkeeping systems and procedures.

WORKING CONDITIONS:

Office environment; occasional exposure to fumes and noise; occasional exposure to mechanical or electrical hazards in garage area; and occasional travel with exposure to weather or traveling hazards. Routine exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.