

Director, Transportation Services

Job Code 50017402

General Description

Responsible for planning, directing, and managing the integrated operations, programs, and activities for the Transportation Services Department.

Examples of Duties

Coordinate, manage, direct, and evaluate the performance of department personnel.
Provide advice and help in the achievement of assigned employees' goals.
Provide encouragement and opportunities for staff to participate in development experiences.
Work toward increasing number of women and ethnic minorities in the workforce.
Oversee duties of Assistant Director of Parking Services.
Oversee duties of Mgr, Shuttle Service.
Assure financial integrity of monitored accounts.
Approve requisitions and invoices for payment on accounts.
Manage daily operations and solves short-term problems.
Respond to customer requests, initiatives, questions, or concerns.
Plan for program modifications as a result of campus growth or change.
Lead department in the development of effective short- and long-term business goals and plans.
Oversee development of tactical plans in marketing, communications, customer relations, operations, and facilities.
Prepare administrative outcomes, reports, action plans, and proof of improvement.
Inform Texas State employees and/or the general public of organizational procedures and policies.
Ensure compliance with state, federal, and Texas State policies and procedures.
Represent the University's parking and transportation department in committees or other groups.
Attend local, state, and national conferences, workshops, and meetings.
Develop professional contacts with colleagues.
Evaluate trends in parking and transportation needs as it applies to the university.
Contribute to overall success of the Transportation Services Office, Finance and Support Services Division, and Texas State by performing all other duties assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures; parking and transportation system operations; federal and staff laws and regulations relating to parking and transportation; strategic planning and assessment; T2 system.

Skill in: Writing clear, concise, and grammatically correct reports and letters; working in teams; directing the work of others; establishing a rapport with a variety of clients, mediate, negotiate; problem solving & decision-making; using computers and Microsoft Office; using SAP modules.

Ability to: Read basic business English; interpret contracts; understand policy, procedures, and complex financial reports; prepare state and federal compliance reports; prepare strategic plans; use intermediate math; produce financial reports; use SAP; communicate orally in English, explain policies and procedures, give presentations, facilitate meetings; communicate with staff; establish and run a coordinated bus system.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements