



**CITY OF DALLAS**

# Assistant Director of Transportation





## About Dallas

The City of Dallas, Texas is centrally located in North America and has a population of approximately 1.3 million residents and is the third-largest city in the state of Texas and the ninth largest city in the United States.

With the cost of living at 98.9% of the national average and no personal income tax, Dallas offers a wonderful quality of life. A growing transit system includes 65 light rail stations, 10 commuter rail stations, and six streetcar stations. Area colleges and universities enroll 317,000 students and Dallas has the largest arts district in the U.S., thousands of restaurants, 24 libraries, 70 million square feet of shopping, 23,000 park acres, over 100 miles of trails, plus franchises for all the major professional sports leagues provide endless entertainment.

Dallas' diverse business environment offers almost any career the opportunity to grow. Over 63,000 businesses call the City of Dallas home, including global leaders such as Texas Instruments, AT&T, and Southwest Airlines. Dallas' 53,000 small businesses offer numerous employment opportunities.

There are 25 colleges and universities in Dallas-Fort Worth, including ten in the City of Dallas. Southern Methodist University, the University of Texas at Dallas, the University of North Texas at Dallas, Dallas Baptist University, Paul Quinn College, Criswell College, Dallas Theological Seminary, Parker University and the University of Dallas provide a diverse set of opportunities for four-year and advanced degrees in or adjacent to the City of Dallas.

The Dallas Arts District is home to a diverse mix of museums, performance halls, restaurants, and residences. A \$338 million expansion included construction of the Winspear Opera House and the Wylie Theater to join the district's Dallas Museum of Art, Morton H. Meyerson Symphony Center and Nasher Sculpture Center. In 2012 the Moody Performance Hall joined the list of architectural gems in the district.

The Dallas park system includes 47 community and neighborhood recreation centers, 856 sports complexes, 305 playgrounds and picnic areas, 111 miles of hiking and biking trails and six 18-hole golf courses. The Great Trinity Forest, with 6,000 acres, offers additional natural trail experiences. The Dallas Zoo and the Dallas Arboretum, City properties operated by private foundations, provide additional recreational opportunities. They demonstrate the community's commitment to supporting non-profits via Public-Private Partnerships.

Professional sports opportunities include the Dallas Cowboys (NFL), Dallas Stars (NHL), Dallas Mavericks (NBA), Texas Rangers (MLB) and FC Dallas (MLS).

## Government

The City of Dallas has a Council-Manager form of government. Under this form of government, the elected City Council sets policies for the operations of the City. The City Council consists of the Mayor and 14 Council Members serving as representatives to the 14 Council Districts. The administrative responsibility of the City rests with the City Manager, who has two Deputy City Managers and four Assistant City Managers; the Chief Financial Officer also reports directly to the City Manager.

Dallas is a full-service city comprising forty departments, including its own Police, Fire-Rescue, and municipal court services. The City Manager oversees all departments and functions of the City excepting those of City Attorney, City Secretary, City Auditor, and Judiciary, each of whom report directly to the City Council. In addition, the Parks department does not report directly to the City Manager. It has its own board that is appointed by the City Council. Dallas has a total proposed FY 2021/22 operating budget of \$3.5 billion and capital budget of \$863.5 million. The City currently employs a staff of over 14,423 full-time employees.



## The Position

The Assistant Director reports to the Director of the Department of Transportation (DDOT), and will oversee Engineering and Traffic Operations. The Assistant Director of Transportation is responsible for managing the City's Streetcar operations, railroad coordination, with extensive collaboration with the planning department on long range transit and other multimodal transportation options.

The Assistant Director of Transportation will coordinate, direct, and ensure the successful execution of DDOT's management of the noted three sections, and leverage all available resources to identify managerial, engineering, and budgetary opportunities to deliver DDOT's mission and goals to improve the quality of life for all City of Dallas communities. The Assistant Director of Transportation will represent the department in internal and external meetings and/or initiatives as well as ensure effective communication and responsiveness to Mayor and Council district offices, the City Manager's office, and residents' requests/inquiries. There will be a heavy emphasis on streetcar operation management and coordination with internal DDOT sections and other City departments and external partner agencies for engineering and operations.



## Education and Experience

Qualified candidates will have a Bachelor's Degree from an accredited college or university with major coursework in engineering or related field from an accredited program, and a minimum ten (10) years of experience with at least 5 years of demonstrated leadership experience inclusive of 3 years in a transit related setting.

Strong coordination background in transit operations and one or more of the following: process improvement, performance metrics, project management is required. An equivalent combination of education, training, and relevant experience may be considered for this position, at the Director's discretion.

## Licenses and Certifications

A Professional Engineering license (PE) is required in the State of Texas or the ability to obtain licensure in the State of Texas within 6 months from the date of employment.

## The Ideal Candidate

The ideal candidate should have experience in transit operation management, and a demonstrated understanding of the City's Streetcar operations, railroad coordination, long range transit and other multimodal transportation options, in addition to expertise in field safety engineering, traffic signals, and field operations. The ideal candidate will have proven experience developing capital projects.

Because there will be heavy coordination with the DDOT planning section, other city departments, and external partner agencies on multimodal operations, the ideal candidate must have the ability to establish and maintain effective working relationships to ensure that a common vision is enacted and supported.

Excellent communication, interpersonal and development and delivery of presentations are essential along with strong leadership abilities that place a high priority on customer relations. The ideal candidate should excel at building positive working relationships with stakeholders and outside agencies to help improve the quality of life for all City of Dallas communities.



## Job Functions and Responsibilities

- Provides leadership, guidance and demonstrated experience in areas of technical expertise for transit-related mode of transportation as well as oversight of the streetcar operations in coordination with the Dallas Area Rapid Transit.
- Reviews budget allocation, employee assignments, objectives, and performance of subordinate managers and supervisors. Coordinates with the Director on issues related to the operation and management of the assigned sections to identify, recruit, develop key staff members, and ensure successful and timely project delivery.
- Coordinates programs and resource allocations with department leadership and executives in other departments and ensures effective communication and cooperation with DDOT senior staff as well as internal and external stakeholders.
- Provides support and expertise in areas related to field safety engineering, traffic signals, and field operations to ensure an integrated approach and delivery of planned activities.
- Reviews, acts and monitors progress of service requests through procedures and strategies using data-driven decisions to accomplish timely and effective resolution of inquiries.
- Evaluates, analyzes, directs or manages the collection of field data and information on local conditions for use in transportation studies using a variety of tools.
- Evaluates, analyzes, directs or manages the collection of field data and information on local conditions for use in assessing impacts of planned developments on City's transportation infrastructure and compliance with applicable ordinances and regulations.
- Assists in the development of DDOT's capital projects, including direct management of staff and consultants involved in design, construction engineering and management to achieve DDOT's goals.
- Researches, reviews, updates, or develops standard operating procedures (SOP's) or guidebooks to ensure DDOT's engineering and operations' SOP's are up to date and flexible to pivot to new needs as they arise.
- Develops and/or contributes to a variety of reports and presentations for executive management and City Council committees.
- Represents the City at local, state, and national organizations and at professional activities to maintain the image of the City and to create public support for departmental programs.





## Salary

The City of Dallas is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.



## HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com  
Reference: DALLASADT

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
www.affionpublic.com

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