

NOTICE OF VACANCY

TITLE: Assistant Transportation Director (A TD)
DEPARTMENT: Traffic and Parking
POSITION STATUS: Full time, non-union position with benefits
SALARY: Up to \$75,000.00 DOQ

MUNICIPAL AND DEPARTMENTAL OVERVIEW:

The City of Salem is eight square miles, with a population of over 40,000 people. The City has a sound fiscal base and is committed to transportation policies and programs that encourage innovative and sustainable ways to meet the mobility needs of the City and its residents. The City's mechanism for developing and implementing these policies and programs is through the Traffic and Parking Department.

The Department oversees the city's transportation programs and policies which actively promotes walking, bicycling and transit as well as parking management and operations. Its responsibilities include transportation policy development, planning and implementation, and parking operations including on street meters, parking lots, two garage facilities and resident permit parking.

JOB SUMMARY:

The ATD will assist the City of Salem's Director of Traffic and Parking with the policy and planning of the City's transportation and parking management systems and operations. The ATD will work in collaboration with the Director of Traffic and Parking, the Assistant Parking Director, and other City Departments including Engineering, Department of Public Services, Department of Planning and Community Development and the Salem Police Department on local projects, and adjacent municipalities and regional and state transportation entities on collaborative planning efforts.

The ATD will work with the Director to implement the City's nationally recognized Complete Streets Policy as well as oversee the Neighborhood Traffic Calming Program. The position will work with all modes of transportation, including, but not limited to bicycling, walking, transit and all other vehicles.

Salem is strongly committed to sustainability. Transportation policy and programs are key elements of the City's strategy to achieve this goal. The transportation agenda includes growing the use of sustainable transportation modes: walking, bicycling, and transit. The ATD plays a key role in both maintaining residents' quality of life and in fostering sustainable development in the City, while maintaining a balance with minimal automobile impacts and strong support for sustainable modes.

The Ideal Candidate is a professionally seasoned transportation policy and planning professional, with a demonstrated record of effectiveness working in or with public organizations.

DUTIES AND RESPONSIBILITIES:

Research, interpret, and make recommendations related to city transportation and parking policies and ordinances. Responsible for the intake and coordinating the evaluation of traffic calming requests. Oversee and direct activities for additional Department staff.

Manage traffic calming project activities, reviews and schedules; review proposed development projects and traffic modifications as needed. Assist in drafting requests for proposals (RFPs) for consultant selection. Act as liaison to regional transportation planning groups and initiatives and represent the interests of the City.

Interface with project and program partners including but not limited to the Massachusetts Department of Transportation, MBTA, and neighboring municipalities. Assist with implementation of the City's Complete Streets Policy with a focus on safe and accessible multi-modal transportation options that accommodate all ages and abilities. Research and assist Director with the implementation of new transportation programs and parking management techniques.

Support the City's outdoor dining efforts and related parklet program. Assist Salem residents, workers and institutions with transportation and parking inquiries. Coordinate, prepare and staff Traffic & Parking Commission Meetings, including posting website updates, drafting/finalizing PowerPoint presentations, meeting notices and other materials.

Additionally, the Department's technologies and non-electronic systems require an objective review to properly prepare and ensure the Department's success into the future. The ATD must interact professionally and promptly with the community, earning the respect and support of subordinates, peers, key opinion leaders, and the public. This position will include considerable interaction with the public, and the ATD's substantive knowledge, personal style, and communication skills will play a key role in reaffirming and strengthening the reputation of the department. Providing high-quality customer service to all residents, business, and institutions is paramount.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess unquestioned integrity in the interactions with all stakeholders in and outside of the Department.

Ability to ensure all Department operations having a multi-modal orientation reflective of the City's Complete Streets Policy and make substantial contributions to the success of the City's transportation agenda, economic growth and improvement, and resident quality of life. Ability to Assist City officials' understanding of the short and long term implications of City transportation and parking management policy decisions.

Demonstrable understanding of the daily transportation and parking issues that residents, visitors, employees, and employers face. Familiarity with federal and state regulations and guidelines such as the Highway Capacity Manual, Manual on Uniform Traffic Control Devices (MUTCD), NACTO guidebooks including Urban Street Design Guide, Urban Bikeway Design Guide and Transit Street Design Guide, and MassDOT Separated Bike Lane Planning & Design Guide

QUALIFICATIONS:

A master's degree in Transportation and/or Urban Planning, Public Administration, or a closely related field, and five+ years of experience in a municipal environment is strongly preferred. Working knowledge and command of Microsoft Office Products is required, as well as the ability to become proficient with municipal software and GIS.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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. While performing the duties of this job, the employee is frequently required to communicate verbally, and in writing. Specific vision abilities required by this job include close vision and depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate; however, noise level may increase during outside visits. These will be required to perform site visits or research out of the office. The employee will have to drive to project sites within the City. Some work is performed under typical office conditions. Some work is performed outside, in various locations.

Qualified individuals are encouraged to apply with cover letter and resume to jobs@salem.com no later than July 29, 2021.

CITY OF SALEM, Lisa B. Cammarata, Director of Human Resources
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

DATED: July 7, 2021

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.