

Deputy Director Of Traffic Engineering

Distinguishing Features Of The Class: This is an administrative and supervisory position involving responsibility for acting as the principal assistant to the Director of Traffic Safety for the Police Department. The incumbent in this position is responsible for administration of records, budget, and reports and supervision of the non-technical and clerical staff activities, as well as overall supervision of the activities of the unit in the absence of the Director. Work includes considerable public contact and explaining policies and procedures. Work is reviewed under general supervision of the Director through the discussion and reports of work activities. Direct supervision is exercised over the non- technical staff, while general supervision is given to technical staff members; does related work as required

Examples Of Work: (Illustrative only)

- Assists in the planning, assigning and supervising of the installation and maintenance of traffic, signs, signals, and devices;
- Signs all official documents, payrolls, vouchers, purchase orders and relates papers in the absence of the Director, or as specifically designated by him;
- Inspects pavement markings and traffic signal installations done by private contractor for compliance with contract;
- Explains office procedures and laws, rules and regulations to the public and local officials in relation to activities carried on by the unit;
- Establishes and maintains all records relating to personnel, purchase, repairs, grievances, etc. For the unit;
- Orders supplies and equipment;
- Receives, investigates and acts upon complaints pertaining to traffic signals, signs and markings;
- Assists and coordinates the units activities with other municipal units and outside agencies;
- Assists in designing pavement markings, collection of traffic data, and providing solutions for traffic problems;
- Assists the Director in preparation of budget, annual report, government funding requests and related reports;
- Establishes job priorities and supervises the field and office staff activities.

Required Knowledge, Skills, Abilities And Personal Characteristics: Thorough knowledge of the New York State Vehicle and Traffic Law and all municipal ordinances and laws pertaining to traffic regulations; thorough knowledge of motor vehicle traffic control devices; good knowledge of the principles of supervision and delegation of responsibility; working knowledge of office procedures, practices and related equipment used; ability to plan, assign, and supervise, work of subordinates; ability to conduct traffic flow studies; ability to deal effectively with the public and other government

officials and to address groups; ability to interpret, understands, and carry out oral and written instructions; ability to plan and maintain moderately complex records; ability to get along well with others; courtesy; tact; good professional judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications: Either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's Degree in civil or traffic Engineering, or a related field.
- B. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Civil or Traffic Engineering, or a related field, and two (2) years of satisfactory fulltime paid administrative and/or supervisory experience;
- C. Graduation from high school or possession of a high school equivalency diploma, and four (4) years of satisfactory, full-time paid administrative and/or supervisory experience;
- D. Any equivalent combination of training and experience as defined by the limits of (a), (B) and (C) above.

Special Requirements: Eligibility for the appropriate class license issued by the New York State Department of Motor Vehicles. Possession of license at time of appointment.