

Director of Traffic Engineering

Distinguishing Features of the Class

This is an administrative position involving responsibility for the organization, development and direction of traffic engineering and control activities in the municipality. As head of the department, this position installation and maintenance of traffic control devices, and to regulate traffic in the City of Albany as authorized by the Vehicle and Traffic Law of the State of New York and city ordinances. The Director, through subordinates, must coordinate the functions of the department with all other departments in the municipality. Direct supervision is exercised over the work of traffic control personnel and related staff; does related work as required.

Examples of Work (illustrative only)

Plans and supervises the activities of the Traffic Engineering Department staff;
Oversees the collection of traffic data to determine the needs for traffic controls;
 Directs and oversees the installation and maintenance of traffic control devices;
Represents the city in meeting with federal, state and local officials regarding traffic safety and control;
Supervises and conducts training programs for traffic police and traffic safety personnel;
 Supervises and conducts safety programs provided to the public by the department;
Prepares and submits the traffic engineering department's budget;
Prepares annual report and other required reports as required;
 Recommends such local laws, ordinances, and orders, as may be required, to provide for the efficient and safe movement of traffic in the municipality;
Provides departmental cooperation in the development of traffic safety programs, traffic condition improvements and all related activities involving traffic control.

Required Knowledge, Skills, Abilities and Personal Characteristics

Comprehensive knowledge of the New York State Vehicle and Traffic Law and all municipal ordinances and laws pertaining to traffic regulations; thorough knowledge of the principles and practices of traffic safety and control; good knowledge of motor vehicle control devices; good knowledge to the use of traffic control studies and their development; ability to plan and direct the work of subordinates; ability to translate legal requirements and administrative decisions into work directives; ability to develop, plan and conduct training programs; ability to conduct traffic safety and control studies; ability to meet the public and address groups; ability to perceive needs and to act accordingly; resourcefulness and initiative; tact; good professional judgment; courtesy; physical condition commensurate with the demands of the position.

Minimum Qualifications: Either

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Civil or Traffic Engineering or a related field and one (1) year of satisfactory, full-time paid experience involving administration, training and/or supervision of a medium to large size technical, clerical and labor staff; **OR**
- (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 three (3) years of satisfactory, full-time, paid experience involving administration, training and/or supervision of a medium to large size technical, clerical and labor staff; **OR**

- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, full-time, paid experience involving administration, training and/or supervising a medium to large size technical, clerical and labor staff; **OR**
- (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 .