



# City of Tempe

## ENGINEERING & TRANSPORTATION ADMINISTRATIVE SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	509	<i>Department:</i>	Engineering & Transportation
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Management Assistant
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

### REPORTING RELATIONSHIPS

Receives general direction from the Engineering & Transportation Director and Deputy Engineering & Transportation Director.

Exercises direct supervision over assigned staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of administrative or program management experience in a public agency or public relations and/or marketing experience. Two (2) years of program development responsibilities as well as supervisory experience is preferred.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, marketing, public relations, communication, advertising, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional administrative duties involved in the study, planning, development and implementation of systems, program, policies, procedures and practices. To collaborate with other city departments on the development of communication, community and customer outreach, public

education and information, marketing, safety, employee development/training, and financial strategies for Engineering & Transportation in accordance to the City's mission and values.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Work closely with the Deputy Engineering & Transportation Director and management staff to recommend and implement goals and objectives for special programs, projects and systems; participate in the department's short and long-term planning; establish schedules and methods for program operations; and supervise the implementation of policies and procedures;
- Participate in the department's strategic planning process and play a major role in other larger scope financial and administrative issues;
- Develops a collaborative system that encourages cross-functional cooperation and focuses on implementing programs to meet identified timelines
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Research and study current literature on municipal administration and operation for the purpose of making recommendations; review and recommend action on proposed and approved legislation and regulations to determine their impact upon the division or department;
- Recommend and implement goals and objectives for special programs, projects and systems;
- Develop, implement and coordinate various critical department-wide programs;
- Act as liaison with other key city departments directly related to program area and assignment;
- Prepare, review and approve cost estimates for budget recommendations and justification for budget items;
- Oversee and approve bid specification preparation; and make recommendations for bid awards. Oversee and manage administration of contracts with professional consultants and other contractors in the assigned areas;
- Oversee coordination of the production and distribution of a wide variety of printed and electronic materials, including oversight of Division and/or Department web pages, annual reports, and collateral materials;
- Develop and maintain relationships with a variety of community organizations and stakeholders, including the business community, Arizona State University, school districts, Tempe Chamber of Commerce, Tempe Convention and Visitors Bureau, Downtown Tempe Community and a variety of regional and state agencies;
- Serve as staff liaison and/or provide staff support to advisory boards, commissions, and committees;
- Prepare written and oral reports for the City Council on Engineering & Transportation related items;
- Oversee administration of the City's compliance with a variety of programs based on programmatic area and assignment;

- Ensure regulatory compliance with local, state or national agencies associated with program area;
- Respond to general inquiries from the public and other city departments;
- Prepare complex, concise, clear, and accurate reports for City Council, department, other jurisdictions or agencies, consulting firms, and the public; Exercise considerable independent judgment in accomplishing the work of the section;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Considerable reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ: Competencies](#)

### JOB DESCRIPTION HISTORY

*Effective January 2014*

*Revised April 2014 (update duties)*

*Revised October 2019 (Reorg from PW – update job title and moved to Eng & Transp Dept)*

*Revised February 2022 (new benchmark)*