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## Auburn University Job Description

Job Title: **Assoc Dir, Transportation**

Job Family: No Family

Job Code: **EA03**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

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### Job Summary

Reporting to the Director, Transportation Services, responsible for providing leadership, expertise and management of all transportation operations on the Auburn University campus, including management of War Eagle Express Shuttle, Tiger Transit operations, jAUnt Accessibility Service, and the Construction Employee, AU Employee and AU Student Shuttle service. Ensures work quality and adherence to established federal, state, and local regulations regarding operations and safety policies and procedures. Responsible for developing and implementing a strategic plan for transportation on the Auburn University campus as well as ensuring programs and services are actively communicated to campus constituents and visitors.

Works closely with the Associate Director of Parking Services to ensure sufficient alternate modes of transportation for AU faculty, staff and students. Coordinates assigned activities through collaboration with other divisions, outside agencies, and the general public. Provides highly responsible and complex staff assistance to the Executive Vice President.

### Essential Functions

1. Evaluates, develops, and implements changes, enhancements and improvements for the Auburn University Transportation Services identifying and utilizing new technology and developments in the transportation industry. Attends regional and national conferences to review and evaluate new initiatives to determine if they are applicable to the development of the strategic vision for the University Transit Services operations, which includes the day-to-day operations as well as special service routes and charter operations of the transit vendor, employee shuttle, and construction worker shuttle.
2. Directs daily activities of the AU Transportation Services team and the transit vendor, to include supervision, safety, scheduling, and customer satisfaction.
3. Develops the annual budget, monitors spending, and develops policies for vendor operations, special university transit requirements, and departmental operations. Provides reports to the Executive Vice President on the transit vendor's daily and weekly performance, along with data for the other transportation options on campus.
4. Reviews incident reports for all transportation options on the AU campus and establishes corrective and preventive procedures.
5. Reviews all construction projects for potential impact on AU transportation options, and plays an active role in the discussion of the Campus Master Plan, ensuring all transportation options are considered.
6. Assists with various special projects assigned by Administration that involve the transportation on the Auburn University campus. Serves on the Lee-Russell County Council of Governmental Transit Technical Advisory Committee.
7. Performs other related duties as assigned by the Executive Vice President.

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### Supervisory Responsibility

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## **Auburn University Job Description**

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Public Administration, Operations Management, or related field.
<b>Experience (yrs.)</b>	6	Experience in coordinating and/or managing transportation operations. Must have 3 years of experience supervising full time employees.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of principles and methods for moving people or goods by road, including relative costs and benefits. Knowledge of local, state, and federal transportation regulations. Knowledge of relevant equipment, policies, procedures, and strategies to promote public safety and security. Knowledge of budget preparation and execution. Knowledge of business and management principles involved in strategic planning and coordination of people and resources.

#### Certification or Licensure Requirements

Valid Driver's License and a minimum Class B Commercial Driver's License (CDL) required. Ability to pass a DOT physical.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Ability to see information in print and/or electronically.

Date: 3/26/2021

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