

## DEPUTY DIRECTOR OF TRANSPORTATION

### DEFINITION

Assists the Director of Transportation in planning, monitoring, directing, and evaluating the administrative, technical, and analytical activities of the Transportation Services Division.

### TYPICAL DUTIES

- Assists in planning, developing, coordinating, and leading Division-wide strategic operational activities.
- Assists in planning, organizing, directing, and coordinating the dispatching, operation, inspection, maintenance, repair, and storage of buses, and all other District vehicles.
- Assists in administering the activities and functions of the Transportation Services Division in accordance with legal regulations and Board of Education policies.
- Develops data-driven business strategies.
- Formulates, recommends, and implements changes in rules, regulations, and procedures affecting Transportation Services Division activities.
- Assists in the preparation of the Division budget by reviewing budget requests submitted by section heads and analyzing Division functions and services.
- Confers with administrators, contractors, officials of public agencies, and the public regarding transportation issues and compliance with legal regulation and Division policies and procedures.
- Directs studies and prepares recommendations concerning additions or reductions in service, need for equipment, facilities, and personnel and other matters related to Division activities.
- Coordinates organization plans and activities with those of other District organizations.
- Establishes or recommends standards, schedules, and priorities, including contingency plans, and may direct the allocation of resources in emergencies.
- Manages or assists in managing Division communication activities relative to staff, other organizations, the media, and the public.
- Directs and evaluates or assists in directing line management and supervision of the organization's staff.
- Directs and participates in liaison and coordination with other units involved in staff functions, such as finance, data processing, personnel, procurement, and labor relations.
- Prepares and presents reports to committees of the Board of Education.
- Directs or leads the implementation of business applications.
- May direct or participate in the planning of data processing applications and their implementation.
- May represent the Division, or District in presentations to public agencies, legislative committees, or other official bodies.
- Directs in-service training programs including driver training, safety training, vehicle inspection, and the proper usage of business applications and related data analysis.
- Acts for the Director of Transportation in his/her absence.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Deputy Director of Transportation assists the Director of Transportation in the direction and supervision of the Transportation Services Division and acts for the Director in his/her absence and as directed.

The Director of Transportation is the administrative head of the Transportation Services Division including student transportation and fleet maintenance, and supervises contracting transportation companies while on duty for the District.

A Regional Transportation Manager manages student transportation services of a student transportation section of the Transportation Services Division and supervises the transporting of students from pickup points to schools and return on special trips in a geographic region of the District or for a District-wide program.

## SUPERVISION

General direction is received from the Director of Transportation. General supervision is exercised over lower-level transportation management personnel, and technical and clerical employees of the Transportation Services Division.

## CLASS QUALIFICATIONS

### Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Basic principles of merit-system personnel administration
- Basic concepts and business applications of data processing systems and procedures
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District
- Applicable concepts of progressive discipline
- Principles and practices of business and public administration as applied to organization and management, budgeting and fiscal practices, personnel management, procurement, and public relations
- Sections of the California Education Code; City and County ordinances; and rules, regulations, and policies of the Los Angeles Unified School District, which pertain to pupil transportation and fleet maintenance
- Computer applications related to transportation operations, including telematics/GIS, routing, and fleet maintenance
- Principles of supervision and in-service training
- Maintenance and management problems encountered in the transportation industry
- Current practices used in motor vehicle transportation and fleet maintenance operations
- Motor vehicle specifications, types, and uses

### Ability to:

- Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
- Analyze and interpret data and draw logical conclusions
- Analyze written materials and oral communications
- Communicate effectively orally and in writing
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions

Estimate project requirements and organize resources to meet goals and deadlines  
Plan, organize, assign, direct, and review the activities of a large group of employees  
Develop and implement school bus transportation operating rules, regulations, procedures, and policies  
Analyze school bus transportation operations, conduct research, and prepare clear and concise recommendations and reports  
Interpret policies and procedures relating to the transportation program of the District  
Maintain effective relationships with contractors and with officials of the District and other public agencies

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, transportation management, logistics or a related field.

### Experience:

Four years of management-level experience in transportation operations which includes experience in at least one of the following operational areas: (1) transportation business operations (budget, finance, or accounting), or (2) procurement, or (3) bus operations. One year of the aforementioned experience must include the responsibility for interpreting, and managing performance management data.

### Special:

A valid California Driver License-  
Use of an automobile.

## SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
1-22-18  
RGK