

THE TEXAS A&M UNIVERSITY POSITION DESCRIPTION

I. General Instructions:

The Position Description form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified staff positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for staff positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form. Please attach a current organizational chart when submitting this form.

A. Member(s) of TAMU System: Texas A&M University	B. Department or Division: Transportation Services
C. Member ADLOC Account No.:	D. Source of Funds by Type (E&G, Auxiliary, Restricted, etc.): Auxiliary
E. Member Funding Account No. (s) & Account Title(s):	F. Duration of Position: Permanent
G. Place of Work or Headquarters (Bldg. Name and Room No.):	H. Employee's Name (leave blank if position is new or vacant):

II. General Information:

A. This Questionnaire: (check box and complete title(s), title code(s), PIN and salary data as appropriate)

Establishes A New Position Changes A Budgeted Position Updates Job Description Determines FLSA Exemption Status

Security Sensitive Position? Yes No

Position restricted by the USA Patriot Act? (see <http://hr.tamu.edu/faq/#patriotact>) Yes No

Present Title Director Title Code _____

PIN _____ Present Salary _____ Per _____ (hour/month/year)

Proposed Title _____ Title Code _____

Proposed Salary _____ Per _____ (hour/month/year)

B. Secondary costs that will be incurred as a result of this action such as equipment, travel, clerical support, etc. (describe and give amount):

C. Titles and number of employees supervised by this position. If no employees are supervised, indicate "None":

D. Does the employee customarily and regularly exercise *discretion and independent judgment* and have the authority to make important decisions?

Yes No Percent of Total Time 100%

E. Machines or equipment used by the position. Indicate hours during an average week that each piece of equipment is actually used. For most positions the combined total usage will seldom approach 40 hours:

Personal Computer	12 hrs		hrs.
Telephone	20 hrs		hrs.

F. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

	Necessary Qualifications	Preferred Qualifications
Education:	Bachelor's degree or equivalent management experience.	Master's Degree.
Experience:	Minimum of eight years experience in parking and/or transportation management in a complex organization.	Higher education experience.
Licenses, certificates or registration:		
Special knowledge, abilities and skills:	Must have the ability to plan, organize and manage a large, complex and highly skilled department.	
Other requirements or other factors:	Ability to multi-task and work cooperatively with others.	

III. Statement of Responsibility:

A. General Summary: Please summarize in three or four sentences the general purpose, scope and responsibilities of this position:

The Director of Transportation Services is responsible for providing leadership for all transportation and parking-related functions to include oversight in the areas listed below.

B. Specific Duties: Please list in order of importance, and in detail, the duties assigned to this position and estimate the percent of time given to each duty over a period of time. Percentages must add to 100%, including "other duties as assigned". Essential duties are why the job was created. They are the basic chores or tasks that must be performed by any incumbent, with or without reasonable accommodation. Please attach additional sheets as necessary.

Place Asterisk if Essential Duty	Work Performed	Percent of Total Time
*	<p>Leadership</p> <ol style="list-style-type: none"> 1. In concert with the University, guides the development of an articulate vision for Transportation Services and encourages programs that are consistent with this vision. 2. Promotes high standards of accomplishment; encourage high standards and expectations for staff. 3. Provides an example by communicating priorities, standards, and administrative procedures effectively. 4. Invites the expression of and is responsive to Transportation Services concerns as well as concerns of the campus community regarding transportation and parking issues. 5. Contributes to the leadership of local, statewide, and nationwide parking and traffic issues, consistent with the mission and responsibilities of the University and Transportation Services. 6. Promotes an environment of integrity and collegiality that stimulates Transportation Services staff to work at their optimum performance levels. 	30%
*	<p>Administration and Management</p> <ol style="list-style-type: none"> 1. Monitors customer service orientation of the department and its employees. 2. Promotes diversity initiatives including the recruitment and retention of individuals from diverse backgrounds. 3. Provides effective budget management and monitors operations by establishing cost controls and measuring performance to budget. 4. Oversees the recruitment and appointment of highly qualified individuals. 5. Develops an effective administrative team. 6. Regularly seeks and evaluates opportunities for cost-effectiveness, including privatization. 	20%
*	<p>Planning</p> <ol style="list-style-type: none"> 1. Provides the leadership necessary for effective management of traffic on the University campus. 2. Leads the development of an effective planning process for setting short-term and long-term goals for the Transportation Services. 3. Involves broad perspectives in the planning process, including input from Transportation Services staff, the University community, and other constituencies. 4. Leads the implementation of the University's Campus Access Plan, and provides for its ongoing evaluation and modification based on future needs. 	25%

*	<p>External Relations and Development</p> <ol style="list-style-type: none"> 1. Builds relationships between the Transportation Services Department and a wide variety of constituent groups such as community leaders, faculty, staff, and students. 2. Interacts with the Cities of Bryan and College Station, Brazos County, the Texas Department of Transportation, the Texas A&M University System Facilities Planning and Construction Department, and Physical Plant to control effects of construction or traffic management related work. 3. Interacts with the Security and University Police Department for provision of security. 4. Is recognized as an effective spokesperson regarding issues and the goals of the University and Transportation Services. 5. Is successful in identifying and developing philanthropic, public and constituent support for the Transportation Services. <p>Other</p> <ol style="list-style-type: none"> 1. Represents the University in coordination with other entities such as local cities, county, state, and other system entities. 2. Serves on various University committees and participates in the activities of state and national associations for parking operations. 3. Serve as a resource to the University Master Planning Committee. 4. Other duties as assigned. <p>Other duties as assigned.</p> <p>Total:</p>	<p>15%</p> <p>9%</p> <p>1%</p> <p>100%</p>
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