

THE CITY OF
**CHARLESTON,
SOUTH
CAROLINA**

*invites your
interest in the
position of*

**DIRECTOR OF
TRANSPORTATION**



CITY OF CHARLESTON – AN EXTRAORDINARY OPPORTUNITY

This is an exciting opportunity to live and work in one of the most progressive and energetic cities in America. Charleston is a special and unique city that has thoroughly preserved its heritage. The Department of Transportation provides a high quality transportation system in order that those traveling within the City of Charleston can do so safely and efficiently.

The City of Charleston is seeking a dedicated, responsive, and experienced individual for its Director of Transportation. The ideal candidate will be a proven leader and manager, and have a keen understanding of transportation operations.

ABOUT THE CANDIDATE

The ideal candidate for Director of Transportation for the City of Charleston should be organized, innovative and committed to continuing the tradition of excellence embraced by the City. The successful candidate should be a visionary person and should possess strong interpersonal skills.

The ideal candidate should possess a Master's degree and/or eight years of related experience, as well as senior-level leadership and experience directing a large and complex organization. A Professional Engineer license is preferred. To perform successfully, the selected candidate should have a thorough working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

Desirable Background Components:

- Experience in developing a transportation plan that includes development of a scope of work, data collection, a strong analysis component, a clear layout of alternatives, knowledge in the assessment of the findings, and strong data backed reasoning for the proposed alternative that meets the mission and goals of the City.
- Must be self-directed and have the ability to work independently. Should be a flexible and reliable team player both internally and externally.
- Must have proven experience and the ability to direct and supervise important, complex and difficult projects.
- Requires working knowledge of various state and federal laws and regulations pertaining to transportation.
- Ability to effectively communicate technical information pertaining to transportation planning studies, projects, program analyses, and to facilitate meetings and coordination of related programs.
- Awareness and sensitivity to the various needs of diverse communities.

Preferred Characteristics, Knowledge and Skills:

The selected candidate should possess and be able to clearly and effectively demonstrate the following:

- Strong leadership abilities and strong project management skills.



- Knowledge of fiscal control, public accounting procedures and public finance as related to governmental entities.
- Knowledge of federal, state and local public bid, construction and contract law.
- Ability to deal with a variety of abstract concepts and variables.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to develop and analyze budgets, complex spreadsheets, financial analyses, etc.
- Ability to make effective and persuasive speeches and presentations on various topics to the City Council and citizen groups.
- Ability to apply concepts of advanced algebra, statistics and geometry to practical and abstract situations.
- The ability to implement and evaluate the effectiveness of the City's transportation systems, guidelines, policies and ordinances.

ABOUT THE POSITION

Under the general direction of the Mayor, the new Director of Transportation for the City of Charleston will be responsible for formulating plans, studies and policies pertaining to the City's transportation network. This network is responsible for the safe and efficient movement of people, goods and information along the public rights-of-way; and to improve the City's environmental quality, economic competitiveness and quality of life for its citizens.

Essential Duties and Responsibilities Include:

- Serves as an expert technical advisor for development of neighborhood, corridor and other types of transportation plans with emphasis on a multi-modal, comprehensive approach.
- Ensures that such plans provide a safe and efficient, balanced transportation system for City citizens and other users, regardless of mode.

- Develops multi-modal plans and projects for the preservation and expansion of city-wide transportation systems and facilities as well as for an improved quality of life for City citizens that provide a guide for investment of City, State, and Federal resources.
- Develops scopes of work for various types of transportation studies including strategic, livability, and corridor to assess and improve citywide transportation services to include more choices and reliability in the transportation network.
- Manages consultant studies (from contracting to project completion), designed to improve city-wide safe transportation systems.
- Assesses the operational effectiveness of city-wide transportation systems relative to capacity, design, level-of-service, and safety.
- Plans and designs transportation system management with safety and mode choice in mind.
- Develops alternatives for assuring the safe and efficient utilization of the public transportation system within the City. Prepares technical position papers, reports on issues intended to increase the reliability, efficiency and safety of the City's transportation system. Facilitates community meetings and delivers presentations to diverse audiences to explain transportation projects and programs.
- Supervises the design and plan preparation of transportation improvement projects, and traffic engineering systems; prepares specifications and cost estimates.
- Manages and supervises the implementation of capital improvement projects related to transportation improvements and traffic flow and safety projects.
- Coordinates with Department personnel, other City departments, regional and national agencies on safety, operational, construction, public space issues to ensure mutual commitment to the basic policy regarding land use and transportation systems' compatibility.
- Prepares the annual budget, directs and monitors the expenditure of the department funds and maintains appropriate records.
- Serves as the City's primary spokesperson for traffic, transportation and parking issues.

ABOUT THE CITY OF CHARLESTON

The City of Charleston is located on the southeastern coast of South Carolina and it is the principal seaport for the state. First established in 1670, the settlement was moved to the peninsula formed by the convergence of the Ashley and Cooper Rivers in 1680. The City had a land area of only 6.12 square miles and did not extend its corporate limits until 1960, when a large area west of the Ashley River was annexed. Currently, the City occupies 109.83 square miles spread over Charleston and Berkeley Counties and has eight square miles of vital, bustling downtown, which is home to the City's central business district.

The annexation of Daniel Island in 1991, an area of approximately 4,500 acres located on the edge of Charleston Harbor, not only increased the size of the City of Charleston by nearly 10 square miles, but it also provided an unprecedented growth opportunity.

Charleston is the second largest city in South Carolina with an estimated 2016 population of 137,447 persons. As a result of both growth within the City and annexations, there has been a 86 percent increase in the population of the City since 1980.

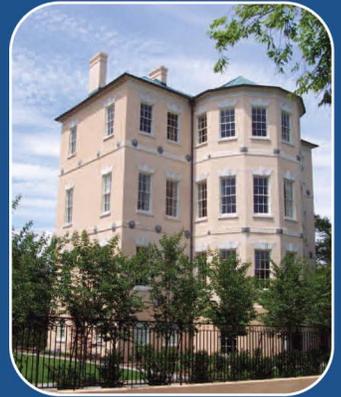
ABOUT THE CITY GOVERNMENT OF CHARLESTON

The Mayor is the Chief Executive Officer of the City of Charleston, which operates under a strong mayor form of government. The Mayor is also the presiding officer of City Council, which consists of twelve Council Members who are elected for staggered four-year terms from single-member districts. The Mayor has no veto power, but casts a vote similar to those cast by each Member of the Council. Regular meetings open to the public are held twice each month during the year, except for the months of June, July and August in which only one meeting is held each month.

The City government of Charleston has 13 operating departments including Budget, Finance and Revenue Collection; Clerk of Council; Fire; Housing and Community Development; Human Resources; Information Technology; Parks; Planning, Preservation and Sustainability; Police; Public Service; Recreation; Tourism and Livability; and Transportation. In addition, the Mayor appoints two Senior Advisors, Municipal Judges, Corporation Counsel and the Internal Auditor.

The FY 2016 annual operating budget for the city is \$188.5M.





ABOUT THE DEPARTMENT OF TRANSPORTATION

About the Department

The Department of Transportation studies, plans, and implements traffic operations, transportation services, and facilities to maintain the safe and efficient movement of people and goods throughout the City.

The Department of Transportation is responsible for planning, geometric configuration and transportation operations. Transportation operations consists of roads, streets, and highways, as well as city property, networks, terminals, abutting lands and relationships with other modes of transportation.

History of the Center

In the 1970s, the City of Charleston became the first city in the State of South Carolina and one of the first cities in the southeast to install a computerized traffic signal system. At the time of its installation, the first system and control center was considered state-of-the-art technology. Cities such as Philadelphia, New York City, and others were not even as technologically advanced. Charleston became a leader in traffic control management.

In 1989, Hurricane Hugo ravaged the Charleston area and severely damaged the original control center. In 1990, a second traffic control center was established, again taking advantage of the most advanced technology available at the time.

The opportunity for a new and more advanced Traffic Management Center was realized and included as part of the Department of Transportation's relocation into the new Reuben Greenberg Municipal Building in 2004. In 2007, the third Traffic Management Center opened and Charleston continues to lead the way in traffic control management.

COMPENSATION

The starting salary for the Director of Transportation position for the City of Charleston will be market competitive, depending on the experience and qualifications of the selected individual. In addition, an excellent fringe benefit package will be provided to the successful candidate. Reasonable relocation expenses will also be paid for the selected candidate.