

CITY OF MIAMI BEACH
invites applications for the position of:

MIAMIBEACH

Transportation Coordinator

EOE/AA/ADA/VET PREF

SALARY: \$33.83 - \$54.86 Hourly
\$2,706.12 - \$4,388.77 Biweekly

OPENING DATE: 12/28/11

CLOSING DATE: 01/27/12 05:00 PM

NATURE OF WORK:

Perform highly responsible staff work in the planning and coordination of the various phases of the City's transportation program. Perform a variety of administrative and/or field duties relative to the identification of transportation problems, evaluation of alternative solutions, evaluation of program or projects effectiveness, and management of technical support functions. This involves conducting corridor studies; performing project feasibility testing; and performing program and project research, planning, design, budgeting, scheduling, implementation, monitoring, and technical analysis for surface transportation projects and public transit plans, including five year capital programs.

Facilitate the addition of new and the completion of existing transportation/transit projects by providing liaison between the City and various Federal, State, Regional, County, and local agencies including the Metropolitan Planning Organization (MPO).

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES:

- Recommends TIP project priorities to City Administration; identifies possible sources of funding (federal, state, county) and determines eligibility; and coordinates TIP project development with other City projects being proposed for the same area
- Serves as the City's representative to the MPO; examines agendas and selectively attend the following MPO meetings: (MPO Governing Board, TIP Development Committee, Transportation Planning Council (TPC), Transportation Plan Technical Advisory Committee (TPTAC), Citizens Transportation Advisory Committee (CTAC)); and coordinates with other agencies and/or officials involved in the MPO process, such as County Commissioners representing Miami Beach, FDOT, Dade County, other cities, etc.
- Serves as City's liaison with FDOT, Dade County Public Works and MDTA; works closely with the East-West Corridor Project (light rail to Miami Beach) personnel and consultants; and works closely with MPO, FDOT, and MDTA regarding the City-proposed development of an interim busway system for South Beach, to serve present needs and promote ridership development in the loop being proposed for rail service
- Collects data and assists in Roadway Classification Efforts and in other ongoing efforts that may impact eligibility criteria and the City's ability to participate in the MPO process
- Assists in seeking that streets are kept in the appropriate Highway System Classification
- Serves as the City's liaison, attend all meetings, work closely with the following committees and make sure their adopted recommendations and programs are taken into account by the City, when feasible (South Beach Transportation Management Association, as alternate Executive Board member. - Transportation and Parking Committees of the City and Chamber of Commerce, as Transportation Coordinator - Chamber of Commerce Bikeways Committee, as Bicycle Coordinator.)
- Performs needed research and prepares Commission Memorandums, Resolutions, Letter to Commission, for consideration and action

- Performs needed research, prepare letters, memos and reports to be signed by the City Manager or Senior Assistant City Manager (supervisor)
- Responds to requests for information by residents/general public, by letter, phone, or in person
- Reads transportation/transit journals, plus reports, studies, and proposals from various sources and informs/advises City Administration if any follow up or response is needed
- Works closely with the consultants in the development of the Miami Beach Transportation Development Plan (TDP)
- Attends evening/weekend meetings and workshops, as needed
- Performs related work as required

MINIMUM REQUIREMENTS:

- Graduation from an accredited college or university with a degree in Planning, Transportation or related field
- Extensive, progressively responsible experience in the management and direction of a transportation or planning department or program
- Experience can substitute for education on a year-for-year basis

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.miamibeachfl.gov>

Job #00144
TRANSPORTATION COORDINATOR
GK

OUR OFFICE IS LOCATED AT:

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