

**RESOLUTION No. 15-45**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY RANGE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR CITY PERSONNEL NEW POSITION FOR THE 2014–15 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the approved and adopted 2014–2015 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation, or provide funding for the newly created position in the City, including: “Transportation Manager” (“the Position”); and

**WHEREAS**, Section 2-7 of the City Code of Ordinance requires, in part, that “the creation of new full time employment positions” be approved by the Mayor and City Council, along with “[a] complete description of the duties and responsibilities of the position created or modified; [t]he applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and [t]he applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified”; and

**WHEREAS**, Staff has recommended approval of the job description, salary scales, and performance measures and metrics, associated with the Position, as provided in the February 27, 2015 Memorandum From the Human Resources Director, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Approval.** The job description, salary ranges, and performance measures and metrics associated with the “Transportation Manager” as identified in Exhibit “A”, which are incorporated herein and made a part hereof, are hereby approved.

**Section 3. Implementation.** The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Vice Mayor Ruiz who moved its adoption. The motion was seconded by Councilmember Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Sandra Ruiz	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 18 day of March, 2015.

  
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LUIGI BORIA, MAYOR

ATTEST:

  
\_\_\_\_\_  
CONNIE DIAZ, INTERIM CITY CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY FOR THE SOLE USE  
OF THE CITY OF DORAL

  
\_\_\_\_\_  
WEISS, SEROTA, HELFMAN, COLE, & BIERMAN, PL  
CITY ATTORNEY

# EXHIBIT “A”



## Memorandum

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Date: February 27, 2015

To: The Honorable Mayor and Members of the City Council

From: Francisco Rios, Human Resources Director

Subject: Establishment of New Position for the 2014-2015 Fiscal Budget

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Pursuant to City Council's direction at the February 18<sup>th</sup>, 2015 City Council Zoning Meeting, the Human Resources Department and the Public Works Department have been working in preparing the establishment of a new classification with its respective job description. If approved, this position will be part of the 2014-2015 Fiscal Budget.

- **Transportation Manager**, this position is responsible for the operation of the City's comprehensive transportation planning and traffic engineering activities, including signal system design and operation, traffic safety and congestions reduction programs, traffic data management and special traffic studies. The implementation of this position will enable the City to achieve the Capital Improvement program and will also assist in the sustainability of all construction and transportation projects. The proposed salary range for this position is from **\$65,483.17** to **\$104,773.08**. Please see enclosed salary range recommendation provided by Evergreen Solutions, LLC.

All positions in the City of Doral are evaluated using the Performance Evaluation Metrics & Competencies listed below:

1. **Skill Level and Job Knowledge:** Skills and knowledge demonstrated in the position and his/her understanding of all phases of the job.
2. **Quality of Work:** Accuracy, completeness and thoroughness of work performed. This includes attention to details and verifying work for adherence to standards.
3. **Quantity of Work:** The amount of work produced and completed successfully. This also includes flexibility in accommodating work interruptions and changes in priorities
4. **Initiative and Interpersonal Development:** Employee's initiative and resourcefulness in accomplishing work beyond his/her assigned duties. The desire to broaden his/her knowledge base to enhance his/her skills.
5. **Dependability:** Compliance to policies and procedures regarding absenteeism and tardiness.
6. **Planning and Organizing Skills:** Ability to analyze problems and prioritize assignments. Keeping work area in order.
7. **Communications Skills/Job Courtesy and Behavior:** Effectiveness of written and oral communication skills with co-workers and/or customers in the performance of duties. The employee's personal courtesy, disposition and general outlook towards job requirements, job assignments, other employees and the public.

8. **Judgment and Problem Solving:** Recognizing a problem, determining options to correct the problem and making a decision.

Each position is evaluated using the following evaluation scale:

Scale	Description
<b>4 = Exceptional</b>	Performance far exceeds job requirements by instituting change in policy or program
<b>3 = Above Average</b>	Performance exceeds job requirements
<b>2 = Average</b>	Performance met job requirements
<b>1 = Below Average</b>	Some job requirements may be met but performance needs improvement
<b>0 = Unacceptable</b>	Performance is consistently below acceptable standards. Immediate and substantial improvement is required. Performance continued at this level is grounds for dismissal

The Transportation Manager classification is fundamental in developing all phases of the City's transportation program. This position would lead traffic operations and would provide alternative approaches to resolving transportation issues within the City of Doral.

**Recommendation:**

We are kindly requesting your approval of the Resolution Adopting the Job Description, proposed salary range, Performance Measures and Metrics for the newly established position of Transportation Manager.

*Encl.: Job Description and Updated Organizational Chart and Proposed Salary Range.*



# Transportation Manager

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## **GENERAL PURPOSE:**

The Transportation Manager position is responsible for managerial, administrative and professional transportation policy, and planning work of considerable difficulty in planning, directing, analyzing and coordinating transportation infrastructure and operations throughout the City.

Under general direction, both directly and through subordinate management personnel and engineering and planning consultants, the employee plans, directs, supervises, coordinates, and implements municipal transportation engineering programs and projects. The employee has considerable program management and design responsibility. The employee advises the Department Director, City Council, City Manager, Assistant City Managers, other City departments, neighborhood representatives and residents on the status of, and important issues associated with, City and other agency transportation projects.

Under general direction, the employee performs complex assignments requiring extensive initiative and independent judgment and that planning and activities are performed in accordance with City policy directives. Work is reviewed by an administrative superior at conferences, through study of reports submitted, by direct observation, and by the degree of achievement of goals, objectives, and work plans.

EEOC-4: Administrative Support. FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Transportation Manager works under the supervision of the Public Works Director. The Transportation Manager has supervisory responsibilities of all staff of the Division of Transportation.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates with the City's Chief of Engineering to implement traffic and transportation engineering projects.
- Plans, directs, organizes and reviews the procedures, methods and results of the various specialized activities of the Transportation Division.
- Oversees and is responsible for preparation and updating of transportation plans for the City in general including detailed plans for individual elements.
- Coordinates with the Florida Department of Transportation (FDOT), Miami Dade County, the Miami Dade Metropolitan Planning Organization (MPO), the Federal Aviation Administration (FAA), Miami Dade Expressway Authority, and other agencies on their proposals and projects, which affect traffic and/or transportation in the City. Advises the Department Director, City Manager and City Council on other agencies' activities.
- Coordinates the analysis, preparation and implementation of traffic signal timing improvements by working with Miami Dade County.

- Assists the Department Director in a wide variety of functions associated with the responsibilities of the Transportation Division, including technical, administrative, policy, and managerial matters, as assigned.
- Conducts research, prepares and presents reports; studies and presents recommendations to City plans, policies and procedures affecting mobility and transportation planning.
- Establishes and updates goals and objectives and establishes or recommends the adoption of standards, procedures, forms and regulations.
- Provides professional and technical advice to the Department Director, City Council, City Manager, Department heads, other departments, subordinates, and others regarding City traffic/transportation policies and practices, and public transit projects; makes presentations to the City Council, various committees, and others regarding traffic/transportation projects and issues, and related City plans/policies.
- Represents the Department Director in contacts with elected officials, representatives of other governmental agencies, vendors and contractors, and the general public. May act for the Department Director in his/her absence on matters related to transportation. Coordinates regional transportation policy and planning initiatives for the City and the South Florida region comprised of Broward, Miami Dade and Palm Beach Counties.
- Oversees and is responsible for the review of traffic and transportation impacts of development proposals.
- Coordinates with other City departments and outside agencies and provides transportation planning advice and consultancy to promote economic development within the City.
- Plans, programs and advises the City Manager and Council on public transit projects.
- Makes recommendations regarding operating policies, expenditures, plans and other administrative matters; prepares and administers the transportation division budget assuring proper resources are available to fund capital improvement projects and the City's transportation program functions.
- Recommends TIP project priorities to Administration.
- Serves as the City's representative to the MPO; examines agendas and selectively attends the following MPO meetings: (MPO Governing Board, TIP Development Committee, Transportation Planning Council (TPC), Transportation Plan Technical Advisory Committee (TPTAC), and Citizens Transportation Advisory Committee (CTAC).
- Performs any other duties as assigned by the Department Director.

**MINIMUM QUALIFICATIONS:**

- Bachelor degree from an accredited four year college or university with major course work in transportation management, planning, traffic engineering. Plus
- Have a minimum of five (5) years of progressively responsible experience in traffic and transportation planning, plus two (2) years in a supervisory capacity.
- Valid Florida Driver's License.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.