

BOROUGH COMMISSIONER (DOT)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction with very great latitude for the exercise of independent initiative and judgment, serves as borough customer service representative and agency liaison to the community and elected officials.

Serves as the agency advocate for the delivery of transportation services in the borough and advises the Commissioner on all sensitive policy issues affecting transportation in the borough.

Determines current and future needs of the community pertaining to transportation borough operations. Confers with Community Boards, civic organizations, and elected officials to advance the agency's customer service mission.

Monitors and expedites service requests directed to the agency by working with the operating units. Evaluates borough-wide services and resolves problems.

Coordinates the delivery of essential traffic safety services (e.g., engineering, enforcement and education) in the borough.

Makes determinations on policy issues and secures all necessary support services to meet borough goals and objectives. Directs a staff of managerial, technical and administrative employees in the performance of their duties.

BOROUGH COMMISSIONER (DOT) (continued)

Qualification Requirements

1. Bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.