

VII.B

Title: Chief of Operations and Public Works
Department: Operations and Public Works
Grade: 02

Job Code: 0080
Classification: Ordinance
Status: Full-Time
Date: 8/16/2018

General Responsibilities:

Plans, organizes and directs the activities of the Operations and Public Works Department in the functional areas of civil engineering; road maintenance and repair; solid waste (collection and disposal); wastewater collection and treatment; and department equipment maintenance; maintain City public property including recreational and parks grounds, facilities and buildings.

Specific Duties:

Reports to the Mayor and is responsible for the following:

- Plans and organizes the activities of the department according to established policies and procedures. Establishes priorities as needed. Coordinates near-term and long-range planning of Operations and Public Works needs and opportunities for the City.
- Administers operations of the department through subordinates in the functional areas of civil engineering, public works maintenance, administration, solid waste, wastewater collections and treatment and public property including parks, grounds and facilities maintenance.
- Oversees property and equipment maintenance; ice and snow removal from City road and public areas as well as sidewalks and other City property as needed; the management of the collection and removal of solid waste and supervises the wastewater treatment system.
- Oversees professional engineering services in the investigation, design and construction of public works projects and facilities.
- Oversees regular maintenance and improvement programs for public property and parks, roads and bridges.
- Oversees and directs road maintenance projects.
- Provides engineering consultation and services to City departments, Boards and Commissions.
- Participates in the technical review of subdivision, commercial development planning and the preparation of bond assessment, inspection and cost estimates for projects.
- Oversees training and development programs for department employees.
- Oversees the preparation, maintenance and safekeeping of various City maps and documents.
- Oversees administration of new and existing grant programs in department.
- Participates in professional engineering and public administration organizations to remain current on developments in respective fields. Addresses public and private groups on Operations and Public Works programs and improvements.
- Serves as staff for Council Committee.
- Meets and negotiates agreements with attorneys, contractors, State and Federal Officials relating to Public Works matters.
- Coordinates activities with the Corporation Counsel.
- Develops and prepares budget recommendations for department and administers adopted budget.
- Administers personnel regulations and collective bargaining agreements for department.
- Prepares narrative and statistical reports for the Mayor and for the Common Council upon request.

- Performs related work as assigned.

Qualifications Profile:

Bachelor's degree in Civil Engineering and ten years of progressively responsible experience in civil engineering; with at least five years of supervisory experience at a unit or division level. Relevant graduate training in management may be substituted for the work experience on a year-for-year basis, not to exceed two years; or, any equivalent combination of education and training.

- Thorough knowledge of engineering and architectural procedures in building construction and operation, road and highway maintenance.
- A working knowledge of wastewater treatment and the ability to implement federal and state laws and regulations concerning treatment standards.
- Working knowledge of park, grounds, recreational facility and building maintenance programs.
- Knowledge of construction methods, materials and equipment.
- Knowledge of laws and regulations related to Public Works programs and responsibilities.
- Ability to plan, direct and coordinate.
- Ability to present technical information in a clear and concise manner to non-technical persons.
- Excellent oral and written communication skills.
- Ability to deal effectively with staff, officials and members of the public.
- Working knowledge of labor relations practices and procedures.
- Ability to supervise.
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License or Certificate:

Certified by the State of Connecticut as a Professional Engineer.

Valid Motor Vehicle License required.

Title: Director of Recreation and Parks

Job Code: 0065

Department: Operations and Public Works

Classification: Ordinance

Grade: 02

Status: Full-Time

Date: 8/16/2018

General Responsibilities:

Plans, organizes and directs comprehensive group recreational, social and cultural programs, and coordinates the care and maintenance of parks and recreation -buildings, grounds and facilities.

Specific Duties:

Reports to the -Chief of Operations and Public Works and receives policy guidance from the Recreation and Parks Committee, and Land Use and Building Management Committee; and is responsible for the following:

- Develops, coordinates and implements a variety of community recreational, social and cultural programs.
- Oversees maintenance schedule for parks, recreational and associated -building facilities.
- Administers and supervises programs in the functional areas of Recreation, Parks and Grounds and Building Maintenance.
- Supervises the employment and performance evaluation of regular and seasonal employees.
- Oversees program schedules, tournaments and special events.
- Reviews and evaluates recreational programs and facilities.
- Develops near-term and long-range planning for programs.
- Oversees the preparation of brochures, news releases and other public relations materials.
- Coordinates activities with City Departments and private recreational, civic, social and cultural organizations.
- Oversees the collection and accounting of various fees and charges.
- Supervises the preparation and administration of the department's operating budget and capital improvements budget.
- Prepares regular narrative and statistical reports for the Mayor and the Common Council upon request.
- Administers collective bargaining agreement and personnel policies for department employees.
- Serves as staff for Council Committee and plans agenda and meeting materials.
- Oversees park, recreational and building grant requests to the State and Federal Governments for intergovernmental assistance.
- Oversees specifications for equipment, materials and supplies.
- Plans work according to seasonal schedule.
- Confers with Recreation, Park and Land Use and Building Management Council Committees to establish general policies and to review programs. Establishes priorities as determined by need.
- Speaks on department matters to local civic and cultural organizations.
- Assures training and development programs for regular and seasonal employees.
- Participates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation and building administration.
- Performs related work as assigned.

Qualifications Profile:

Master's degree in Recreation and Park Administration, Public Administration or a closely-related field and four years of increasingly responsible experience in Municipal Park and Recreation Administration, including three years of management experience.

- Building maintenance experience desirable.
- Ability to prepare and maintain an operating budget for a multi-faceted program.
- Ability to develop a capital improvement budget for park, recreation and building projects.
- Administrative and executive ability to initiate, organize and follow through on comprehensive recreational and park programs and projects.
- Ability to acquire a working knowledge of the principles and practices of administering a municipal building maintenance program.
- Ability to deal effectively with elected officials, members of the general public and the media.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to present ideas and policies to individuals and groups.
- Ability to supervise

License or Certificate:

Valid Motor Vehicle License required..

City of Norwalk

Job Code: 0126

Title: Superintendent of Recreation
Department: Operations and Public Works

NASA/Grade: 06
Date: 8/16/2018

Position Definition: Develops, coordinates and supervises community recreational, social and cultural programs; and assists the Director of Recreation and Parks in the planning and administration of the Department's programs and activities.

General Duties: Receives oral or written direction from Director Recreation and Parks.. Plans, organizes and implements work according to a planned schedule. Independently establishes priorities in regular duties. Assists in preparing annual budget recommendations for program areas and administers operating budget, capital and non-recurring accounts. Makes recommendations for fee schedules and projects revenues for budget making. Coordinates, implements and provides comprehensive year round, seasonal and special events programs. Assists in the evaluation of recreational assistants and recommends employment, training, promotion and disciplinary action. Reviews and evaluates recreational programs and facilities. Recommends sites for recreational programs. Prepares studies and makes reports on near term and future programs and activities. Prepares statistical and narrative reports of some complexity. Develops schedules, plans tournaments and special events, and prepares public relations information. Coordinates availability of athletic fields and facilities for league use. Monitors recreation programs to assure proper operations, safety and supervision. Prepares specifications for materials, equipment and supplies. Reports work accomplished to the Director.

Additional Duties: Coordinates activities with public and private cultural and recreational organizations. Develops interest in recreation, cultural and social programs by speaking to social groups. Requisitions materials, supplies and equipment as needed. Assumes responsibility for recreation programs in the absence of assigned Supervisor.

Supervised By: Receives general direction from the Director of Recreation and Parks.

Qualifications Profile: The skills and knowledge required would generally be acquired with a Master's degree in Recreation Administration, Physical Education, or some closely related field, and three years of increasingly responsible experience in municipal or group recreation or a closely related field, including two years in a supervisory role. Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and program evaluation. Ability to assess community recreational needs and to initiate, organize and follow through on recreation programs and projects. Ability to deal effectively with employees, different age groups, and the media. Ability to supervise, train and evaluate employees. Ability to acquire the skills to use data processing equipment to secure more effective and efficient operations. Ability to present ideas and programs to individuals or groups. Ability to make clear, concise oral and written reports.

License or Certificate: Valid Motor Vehicles License required.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive every task or responsibility.

City of Norwalk

Job Code: 0125

Title: Superintendent of Public Property and Parks

NASA/Grade: 08

Department: Operations and Public Works

Date: 8/16/2018

Position Definition: Organizes and supervises the construction, care and maintenance of City public property including parks, beaches, recreational areas, park facilities and public grounds; and provides technical assistance to other City departments.

General Duties: Receives oral or written instructions from Director of Recreation and Parks. Plans work according to activity or seasonal priority. Establishes priorities to meet schedule, seasonal or emergency needs. Implements a plan to systematically maintain parks, recreational facilities and equipment. Assigns subordinates to construction, maintenance or care tasks. Supervises the preparation and lining of playing fields. Supervises the care of turf, shrubs and trees, including periodic spraying of herbicides and pesticides. Supervises the tree removal and maintenance programs for the entire City. Supervises the maintenance of playgrounds, recreational facilities and equipment. Supervises the construction of new recreational facilities. Oversees the maintenance and repair of unit vehicles, construction equipment and facilities-related equipment. Recommends equipment purchases and specifications. Assigns and has custody of tools and equipment. Recommends the promotion and discipline of employees. Trains subordinates, including seasonal workers, in maintenance activities and standard safety procedures. Makes unit budget recommendations and submits to Director. Initiates purchase of supplies and materials as needed. Maintains inventory of assigned materials, supplies and equipment. Reports work accomplished to Director of Recreation and Parks.

Additional Duties: Coordinates maintenance of facilities and equipment with recreational staff members. Participates in recreational planning by advising on facilities and equipment availability and needs. Provides technical consultation to other City departments including the Board of Education.

Supervised By: Receives general supervision from the Director of Recreation and Parks.

Qualifications Profile: The skills and knowledge required would generally be acquired with an Associate's degree in Landscape Planning, Horticulture or some closely related field, with five years experience in parks or grounds maintenance work, including two years supervisory experience. Advanced education or practical work experience may be substituted for work education or experience, totaling seven years. Ability to develop a parks and recreation facilities maintenance program in meeting seasonal deadlines. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Ability to deal with problems involving several concrete variables in or from standardized situations. Ability to deal effectively with professional staff, the public and the media. Knowledge of the techniques and methods used in the care of turf, trees and shrubs. Ability to plan, supervise and implement herbicide and pesticide spraying program. Familiarity with the operation of mechanical and heavy equipment. Vocational training in soils and/or tree management work desirable. Ability to recruit, train and supervise park and equipment maintenance employees.

License or Certificate: Valid Motor Vehicle License required. Spraying license as a Grounds Supervisor desirable. Tree Warden Certification is desirable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Chief of Staff- 0025
Mayor's Office

Title: Chief of Staff
Department: Mayor's Office
Grade: 02

Job Code: 0025
Classification: Ordinance
Status: Full-Time
Date: 8/16/2018

Position Definition: Under general policy direction from the Mayor, plans, organizes, manages and directs the day-to-day operations and activities of the Mayor's office; provides expert professional assistance and support to the Mayor on a wide range of highly complex, sensitive and confidential topics; researches, analyzes and provides recommendations regarding difficult, sensitive, important and wide-ranging policy areas; serves as the Mayor's liaison to multiple bureaus, Citywide departments, committees and councils; and performs related duties as assigned.

General Duties: Coordinates activities of City Departments on behalf of the Mayor by assigning priorities and objectives to department heads and professional staff. In concert with the Mayor, reviews annual city operating budget and capital budget, monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and presented to the City Council. Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes. Assists Mayor in developing and implementing city-wide initiatives and policy. Represents the Mayor's Office at meetings of municipal staff, special committees and agencies in Mayor's absence. Provides additional staff support and performs further assignments as directed by the Mayor. Prepares statistical and narrative reports on issues and policy alternatives as directed by the Mayor. Conducts special studies for the Common Council, Boards, or Commissions as directed by the Mayor. Reports work accomplished to the Mayor. Transmits directions of Mayor to Departments and follows up to assure compliance and timely completion of assignments. Conveys Mayor's priorities for work assignments to administrative personnel. Responds to requests for information and procedural assistance from municipal departments. Acts as a liaison between Mayor, departments, and working committees. Plans and organizes work according to standard procedure. Performs related work as assigned.

Supervised By: Receives general and specific direction from the Mayor.

Required Knowledge, Skills, and Abilities: Knowledge of City Government organization, ordinances, rules, policies, and procedures relating to the administration of an elected official's office. Knowledge of advanced administrative principles and methods, including goal setting, program development and implementation. Knowledge of legislative methods, techniques and procedures of the City Council and other political sub divisions. Knowledge of City Charter and Code provisions, ordinances and policies applicable to areas of assigned responsibility. Ability to interact professionally and effectively with citizens, department heads, staff members, elected officials and media. Ability to apply principles of public or business administration to define problems, collect data, research policy alternatives, and offer constructive executive and legislative solutions. Ability to prepare and present, either orally or in writing, concise and clear reports of City programs, procedures and activities.

Minimum Qualifications: Bachelor's Degree in Public Administration, Business Administration, or some closely related field; a Master's degree in Public Administration or a Law degree is preferred or, the equivalent combination of training and experience. Minimum of 5 years of direct work experience in government or with government agencies.

License or Certificate: Valid Motor Vehicle license required.

City of Norwalk

Job Code: 0121

Title: Superintendent of Operations and Highways

NASA/GRADE 8

Department: Operations and Public Works

Date: 8/16/2018

Position Definition: Provides planning, administration and supervision of highway maintenance programs that include the repair, maintenance, servicing and construction of city infrastructure involving roads, roadway drainage systems, sidewalks, rights-of-way, bridges and traffic management measures and devices.

General Duties: Under the general supervision of the Chief of Operations and Public Works receives oral instruction and/or work orders. Organizes and implements standard practices and maintenance plans. Assigns work through line supervisors in the functional area roadway operations and maintenance. Plans and supervises snow removal operations, including establishment of plow routes, removal priorities and use of private contractors. Oversees road or bridge emergency work. Verifies vehicles and construction equipment are maintained in accordance with schedules and properly operated. Oversees Public Works Center facility and coordinates permitting with Environmental Administrator. Carries out personnel policies and collective bargaining agreement terms for Section employees and receives grievances. Evaluates performance of employees. Evaluates work methods and procedures and effects improvements. Promotes a safe work environment and implements safety programs. Coordinates training programs for employees, including equipment operation and general work methods. Participates in community and municipal government meetings. Coordinates work requests with the Customer Service Center and responds to the public. Resolves public complaints independently, or develops recommendations for long-term solutions. Makes recommendations and prepares annual budget and monitors expenditures. Prepares statistical and narrative reports. Prepares bid packages and procures goods and services as needed. Provides oversight of contractor work. Advises on project priorities. Reports work accomplished. Participates in the long-range and near-term planning for the department.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Required knowledge, skills and abilities: The skills and knowledge required would generally be acquired with a Bachelor's degree in Civil Engineering, Construction Management, Public Administration, or related area, and eight years of progressively responsible experience in public works, highway maintenance and construction, including five years of supervisory experience. Understanding and ability to use computer operational systems, including word processing, spreadsheets, GPS, GIS, and database programs. Thorough knowledge of operations involved in the construction, repair and maintenance of City infrastructure. Ability to apply principles of supervision to solve practical problems and to deal with a variety of concrete variables, where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagrammatic or schedule form. Ability to plan, organize and oversee seasonal maintenance programs, as well as, emergency response programs. Ability to supervise. Ability to deal with engineering and maintenance staff in a positive, effective manner. Ability to deal with public in a courteous and efficient manner. Knowledge of the operation of heavy construction equipment. Ability to make recommendations for the purchase of department equipment and services. Ability to write reports, maintain records, and prepare department budgets.

Supplemental Information:

License or Certificate: Class B Connecticut Commercial Driver's License (CDL).

City of Norwalk

Job Code:

Title: Transportation Planner

Union/Grade:

Department: Planning and Zoning

Date: 8/16/2018

Position Definition: Performs professional tasks relating to transportation planning; including transportation project development, implementation management and other transportation studies as needed.

General Duties: Coordinates transportation studies. In consultation and coordination with the Director of Transportation, Mobility and Parking, plans and develops transportation and traffic calming projects with an emphasis on complete streets, which accommodate all roadway users including pedestrians, transit passengers, cyclists and motorists. Acts as the project manager for various projects from conception to implementation, to include but not limited to, the daily management, supervision, coordination and completion of the design and construction phases, including community outreach and engagement. Analyzes existing transportation data and programs, as well as safety and crash data; develops recommendations for modification or improvement. Provides technical advice and consultation. Participates in the preparation of contracts for transportation planning activities; assists in the preparation of fiscal documentation, and monitors expenditures related to transportation planning projects. Meets with various public groups, municipal and state officials to work toward long-term solutions for transportation-related projects such as street enhancements for pedestrians, cyclists, transit passengers and motorists. Reviews bus shelter placement, rail/bus integration, shuttle-bus routing, pool programs with local companies, and other transit enhancements. Researches and resolves complaints and problems; develops and analyzes customer surveys to determine customer satisfaction; develops methods of operation to meet public demand for service. Prepares documentation for transportation projects to comply with State and Federal environmental reviews and regulations; prepares other written reports as required. Develops and writes grants for various transportation projects. Acts as department liaison for Transportation Technical Advisory Group, Norwalk Transit District, and Bike/Walk Commission and other advisory panels as directed. Performs traffic counts and examines efficiency of on-street and off-street parking, and interrelationships with mass transit alternatives.

Additional Duties: Prepares clear, sound, accurate and informative transportation and other planning reports and studies containing findings, conclusions and recommendations. Reviews and analyzes publications including journals and newsletters. Other related duties as assigned.

Supervised By: Supervised by the Director of Planning and Zoning and receives general supervision from the Transportation, Mobility and Parking Director or its designee.

Minimum Qualifications: Bachelor's degree in Engineering, Traffic Engineering, Transportation Planning, Urban Planning, Transportation/Civil Engineering or a related field and two (2) years of experience in traffic engineering and/or transportation planning. Master's degree in Transportation/Civil Engineering, Transportation Planning or Urban Planning with emphasis on Transportation may be substituted for one year of work experience.

Required Knowledge, Skills, and Abilities: Knowledge of complete streets design philosophy and experience developing projects which accommodate non-motorized roadway users. Knowledge of the theories, practices and principles of transportation systems planning. Knowledge of the varied transportation problems associated with the growth of urban centers, the movement of goods and people and other attendant conditions. Knowledge of the technical problems associated with comprehensive transportation planning activities. Knowledge of the various conditions affecting transportation systems. Knowledge of the techniques used in data collection and the conduct of surveys, and in other planning and research methods, including traffic analysis methods. Knowledge of Federal Transportation programs. Ability to conduct independent research related to transportation planning and traffic engineering. Ability to identify current transportation conditions, trends and needs. Ability to analyze and resolve transportation planning problems. Ability to conduct independent research and survey activities related to transportation planning and traffic engineering. Ability to prepare clear, accurate and informative reports and studies containing findings, conclusions and recommendations. Ability to assess the social, economic and land use consequences of transportation projects. Ability to comprehend, analyze and interpret laws and regulations. Ability to provide professional advice and guidance on transportation and planning matters.

License or Certificate: Valid Motor Vehicle Operator's License.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

City of Norwalk

Job Code:

Title: Chief of Economic and Community Development
Department: Economic and Community Development

Union/Grade: Ordinance
Date: 8/16/2018

Position Definition: Plans, organizes and implements economic and community development functions from conception to completion, including planning, zoning, code enforcement, business development and tourism, recruitment, and guidance to incoming businesses, retention of businesses, city revitalization and blight issues, mobility and parking, and promotion of the City attributes. Implements economic development goals and objectives for the City, interfaces and coordinates with the development community, local businesses and various City departments and staff.. Oversees and coordinates the Departments of Planning and Zoning, Code Enforcement, Business Development and Tourism and Transportation, Mobility and Parking.

General Duties: Reports to the Mayor and is responsible for the following:

Directs and coordinates the activities of the City's Office of Economic and Community Development with other City departments, boards and agencies; business and organizations; community groups; and regional, state and federal agencies. Analyzes existing economic situations relative to business attraction and expansion; reviews modern techniques for business attraction and retention and negotiates and resolves sensitive and controversial issues; monitors program performance and provides reports to the Mayor. Ensures implementation and enforcement of planning and zoning ordinances. Issues interpretations of city zoning, planning, building and related ordinances and regulations. Develops and implements short and long term economic development goals; gathers information and prepares studies, reports and recommendations to retain existing business, to attract new business, and to present a positive image of the City. Becomes familiar with the existing inventory of available public and private buildings and businesses and land areas in the City. Establishes criteria for measuring success of these various initiatives. Monitors and evaluates the effectiveness of various community and economic development programs and efforts. Develops infrastructure (industrial parks, utilities, transportation, etc.) to support business growth and expansion. Researches, identifies and utilizes resources for community and economic development, including sources of funding and technical expertise. Meets with the public, developers and contractors; discussing planning, zoning and development issues; interprets information in City ordinances pertaining to the department. Researches and analyzes business, economic, socioeconomic and related data affecting strategic planning of community and economic development activities. Monitors local, state and Federal legislation and regulations relating to community and economic development, and reports findings, trends and recommendations to staff and the Mayor. Maintains good relationships with public and government officials, business leaders, developers, local and regional organizations, and the general public.

Additional Duties: Attends professional, civic, and social gatherings, as appropriate, to represent and promote interests of the City and to collect information pertinent to advancement of interests of the City. May prepare, write and administer grant applications related to economic development. Provides information and makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services and plans. Establishes and maintains a database information system pertaining to the City's economic development and makes this information available to the public. Other related duties as assigned.

Supervised By: Receives general supervision from the Mayor.

Minimum Qualifications: Bachelor's Degree in Business Administration, Urban Planning, Public Administration, Planning or closely related field and seven (7) years of increasingly responsible experience in municipal economic and/or community development including two (2) years of supervisory capacity. Master's Degree in Urban Planning or Public Administration preferred and may be substituted for two years of the aforementioned practical work experience.

Required Knowledge, Skills, and Abilities: Thorough knowledge of economic development planning, strategies, implementation and program evaluation. Comprehensive knowledge of economic development issues, principles and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations and regulatory devices, associated data sources and information systems. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with department heads, elected and appointed officials, other governmental agencies, business and community organizations, the public and the media. Must have demonstrated experience successfully completing time-sensitive and/or high profile projects through collaboration, consensus and creativity. A goal-oriented thinker who has the ability to set clear priorities among multiple tasks and stay focus on project benchmarks and deadlines. Ability to make presentations, write reports and other communication practices; experienced in public relations. Knowledge of general office management and practices, interpersonal communication, employee supervision, and the ability to motivate and direct the work of others. Ability to read, interpret and apply complex written material. Ability to use and comprehend computer software programs.

License or Certificate: Preferred Certification: Certified Economic Developer (CEd)

Valid Motor Vehicle License required.

City of Norwalk

Job Code: ****

Title: Director of, Transportation, Mobility and Parking
Department: Economic and Community Development

NASA/Grade: 8

Date: 8/16/2018

Position Definition: Manages and directs all matters pertaining to the transportation planning, mobility and parking functions and responsibilities of the City. Responsible for the planning, execution, and administration of plans and programs for the City's transportation functions and programs.

General Duties: Establishes policies, programs and initiatives to align transportation, mobility and parking programs with community development goals and objectives. Implement programs to address areas of concern such as connectivity between neighborhoods and business districts, safe routes to school, automobile alternatives, the circulator or similar initiatives, bike/walk issues, increased parking, and similar programs. Oversee all aspects of transportation, safety and control including traffic planning and analysis on City and private development applications. Coordination of short-term and long-term planning of public transportation needs and opportunities for the City. Acts as City liaison to the Parking Authority and Norwalk Traffic Authority, and represents the City before all relevant commissions and councils.

Additional Duties: Conducts studies, program assessments, analyzes and evaluates expenditure and revenue data and develops multi-year financial forecasts for the department. Makes recommendations for procedural improvements, including the development and design of information systems improvements.

Supervised By: Receives general supervision from the Chief of Economic and Community Development.

Required Knowledge, Skills, and Abilities: Thorough knowledge of planning and coordination of urban and suburban transportation, mobility and parking programs and projects. Knowledge of municipal construction projects and related budgetary principles. A working knowledge of municipal financial operations, procedures and reporting requirements. Ability to apply financial and management principles to solve practical problems and deal with a variety of problems and issues independently. Ability to make oral and written presentations in clear, concise and understandable form. Ability to supervise the parking enforcement employees, the parking vendors, and transportation services employees. Ability to work effectively with department heads, employees and elected officials.

Qualifications Profile: Master's degree in Public Administration, Business Administration, Urban Planning, Municipal Planning, or closely related field and two years experience in municipal management and budget and financial administration, including two years of supervisory experience.

License or Certificate: Valid Motor Vehicle License required.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.