



## TRANSPORTATION MANAGER

### SUMMARY:

As directed by the Superintendent of Transportation his/her designee, will assist with the overall leadership, administration and management of the MCCA's Transportation Department needs. This candidate will provide leadership, direction, and control of the activities of the Transportation Supervisors and Transportation Agents. Work closely with Boston Hackney Division, Boston Police Department, Boston Fire Department, Boston Emergency Medical Services, and other relevant Federal, State and Local enforcement agencies that have a stake in any transportation related issue in the area.

### Essential Duties & Responsibilities:

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation. *The Authority's Superintendent of Transportation may designate various other duties and responsibilities.*

- Interprets transportation related rules and procedures, and directs subordinates in carrying out day-to-day related duties.
- Interacts with police, city & state transportation officials, taxi associations and other sister agencies regarding issues affecting the Authority, its personnel and its facilities as it relates to the effective management of event related activity.
- Prior to, during and following events, works with other Authority departments, clients and client contractors, on event related transportation needs for the effective planning, management and execution.
- Prepares Transportation Plans and maintains all required reports, records, and logs regarding Transportation planning, for all events with a transportation element.
- Inspects and approves all Transportation elements from Transportation Management Companies to ensure compliance with all procedures, and permitting requirements.
- Approval payroll for the Transportation Department weekly.
- Establish and maintain partnerships and oversight of all transportation related operations, including but not limited to parking, valet, marshalling plans, roadway operations and signage.
- Represent the Authority at Transportation and related meetings of professional organizations in order to develop professional networks in the Transportation Field.
- Attend meetings and interact with both internal and external Transportation Department clients.
- Assist in responding to emergency calls for service, such as demonstrations, protests, disorderly persons, fires, and storms, medical and other emergencies requiring action by the Transportation Department.
- Spearhead the Department on all aspects as it relates to the Authority's Green Initiatives, Social Media and innovation.

- Reviews traffic flow relative to public safety. Reports irregularities and hazards to appropriate personnel.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises the Transportation Supervisors and the Transportation Agents. Provides leadership, supervision, and direction to the Department employees, and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**EDUCATION/EXPERIENCE:**

Bachelor's degree from an accredited four-year college or university and 3/5 years experience in transportation field, with at least two of those years at the management level demonstrating direct responsibility for significant aspects of an organization's Transportation operations. Significant years of experience and training in a Transportation related field may substitute for the degree requirement. Significant knowledge of transportation rules and regulations, and property management operations are essential. Required to be proficient in state-of-the-art word processing and computer related analytical tools and databases, such as Microsoft Word, Excel Power Point, Adobe and Social Media outlets. It is required that the incumbent have a demonstrated history of being a well- organized individual, who has the ability to prioritize projects and assignments, is a team player, possesses excellent communication skills, flexibility and is committed to the MCCA's Mission.

**WORK SCHEDULE:** The work schedule of this exempt position may fluctuate based on the needs of a particular event or project and the position requires the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays. In this position the incumbent may also be required to remain available and/or on-call 24 hours per day, 7 days per week.

**Interested candidates, please submit your resume to [MCCAjobs@massconvention.com](mailto:MCCAjobs@massconvention.com)**