Director of Transportation and Public Works
City of Kyle, Texas

About Kyle, TX

Kyle, Texas, one of the fastest-growing cities in the United States, is poised to become the largest city in Hays County in the coming years and is currently ranked as the second fastest-growing city with a population of over 50,000 in the nation. With over 62,500 residents, Kyle's rapid development and its location in the heart of the Texas Innovation Corridor make it an ideal place to live, work, and play.

Kyle's growth is powered by diverse industries, from high-tech manufacturing to professional services and recreation. The city is undergoing significant infrastructure improvements, including the expansion of its parks and green spaces and implementation of the $294 million Road Bond passed in 2022 to decrease congestion and improve overall safety and mobility in Kyle. Future projects, like the upcoming state-of-the-art sportsplex, will offer even more opportunities for recreation and community engagement.

Residents and visitors alike enjoy the balance between modern amenities and access to nature. Kyle boasts a variety of city parks and recreational spaces, perfect for outdoor activities such as hiking, biking, and picnicking. Whether you're exploring Lake Kyle or enjoying a day at Heroes Memorial Park, there's something for everyone. With the Texas Hill Country nearby, activities like river tubing, camping, and fishing are just a short drive away, making Kyle a wonderful place for families and outdoor enthusiasts.

Despite its rapid expansion, Kyle remains true to its core principles—dedication, integrity, and creativity—ensuring that as the city grows, it maintains a strong sense of community. The city's forward-thinking approach and commitment to enhancing quality of life create an environment where both businesses and residents can thrive. With its own unique blend of charm and the convenience of being just minutes from Austin, Kyle offers the perfect place to enjoy life.

City Government

The City of Kyle is governed by a council-manager form of government. The city council consists of three members representing geographical districts, three at-large council members, and the mayor, who is also elected at-large.

Team Kyle Organizational Culture

The City of Kyle culture defines the way in which our employees interact with one another and with the public. The City of Kyle has taken specific actions to define its organizational culture with four essential core values. All management processes are developed to instill and reinforce the culture using the core values through employee job descriptions, hiring interview practices, on-the-job training, performance evaluations and the day-to-day work environment. Team Kyle Culture is based on the Core Values (KYLE) listed below:

- *Knowledge-* Knowledgeable in all aspects of job and City operations; maintains high quality of work. Training and Development is a priority to stay updated with best practices in the field.

- *Yes-Attitude-* Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.

- *Leading Edge-* Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.

- *Employee Accountability-* Actively seeks and gives performance feedback to determine developmental opportunities; uses feedback as an opportunity for continuous improvement. Takes accountability for their mistakes and learns from them.

The Position

Under the administrative direction of the Assistant City Manager, the Director of Transportation and Public Works is responsible for planning, directing, coordinating and maintaining economical and efficient transportation services for the City of Kyle. This position is responsible for overseeing and managing the planning, development, and implementation of traffic and transportation policies and programs. This role involves coordinating transportation infrastructure projects, ensuring compliance with regulatory requirements, and optimizing traffic flow to enhance safety and efficiency. The ideal candidate will possess strong leadership skills, a comprehensive understanding of transportation systems, and the ability to work collaboratively with various stakeholders. Work involves significant community engagement and public involvement with elected officials, other policy makers, and residents. Engages and collaborates with local, state, federal agencies. Serves as a member of the City's senior management team, collaborates with the City Manager's Office, City Council and other City Departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.
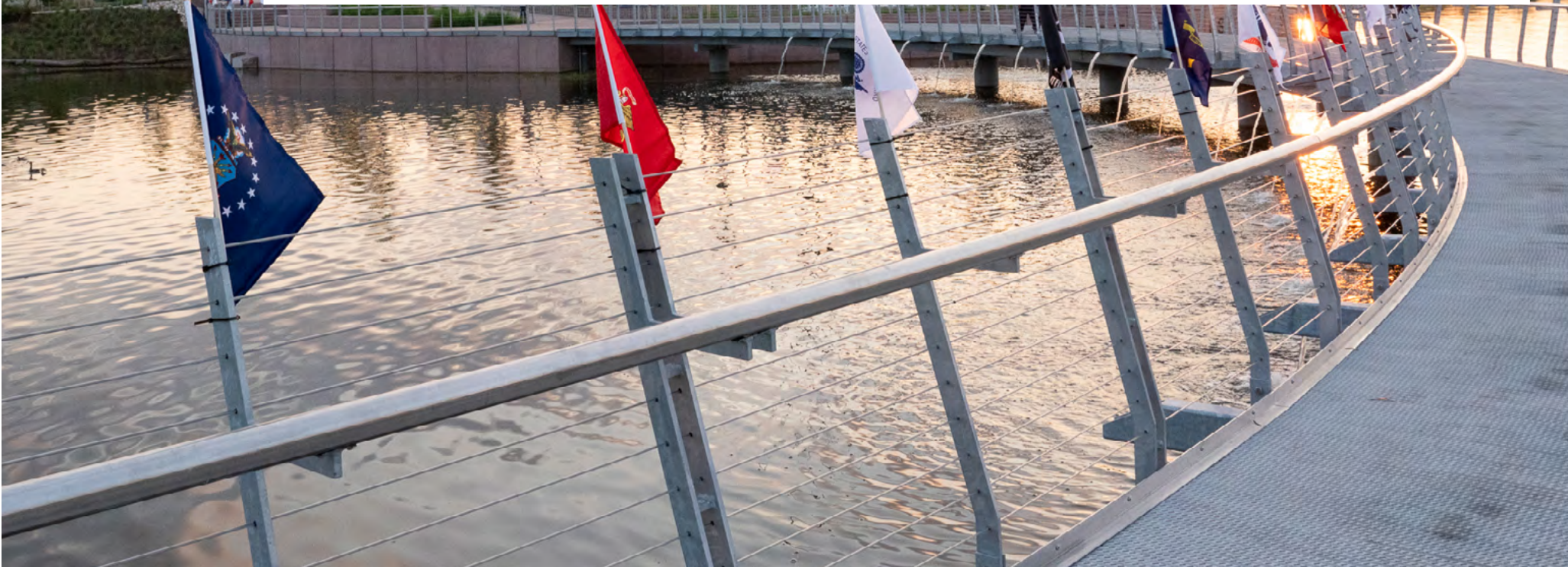
Duties and Responsibilities

- Identify, evaluate, and provide improvement recommendations with preliminary and final designs and designs criteria for assigned programs or projects.
- Plans, organizes, directs, and promotes transportation activities including transportation planning, field operations and transit.
- Oversees the preparation of the Transportation budget and related capital expenditures, the Master Transportation Plan and its updates and implementation.
- Directs transportation activities by developing, updating, and enforcing regulatory requirements for governmental agencies and the community to ensure safe and consistently high-quality public infrastructure.
- Coordinates efforts to promote the use of alternative forms of transportation, including carpooling, vanpooling, transit, biking, and walking, to employers, employees and stakeholders.
- Coordinates the development of municipal parking plans, programs, and personnel that provide administrative, managerial support, fiscal management, program planning, and evaluation.
- Coordinates the development of rate structures and fee schedules for parking facilities, analysis of capacity, turnover rates, and required property changes.
- Coordinates the development of a safe and efficient transportation infrastructure; coordinates with other cities on regional issues; developing and implementing all components of the transportation and mobility strategic plan; and acting as a technical advisor for citizen advisory groups.
- Ensures on-street parking enforcement is provided to meet the City's parking needs.
- Represents and promotes positive relations between other jurisdictions and agencies and the City of Kyle.
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities

- Knowledge of current modes of ground transportation, including street and traffic operations, bicycle systems, pedestrian requirements, and mass transit operations.
- Knowledge of traffic signal control system design, traffic laws and regulation, traffic control methods, including traffic signal and marking systems,
- Knowledge of methods, and techniques used in the planning, construction, operations, and maintenance of City streets and traffic control devices.
- Knowledge of the principles and techniques of modern public administration.
- Knowledge of traffic engineering principles, transportation planning, and safety regulations.
- Skill in data analysis and problem solving.
- Skill in transportation management software and tools.
- Ability to organize, analyze, interpret, and evaluate engineering problems and provide practical, cost-effective solutions.
- Ability to use graphic instructions, such as schematic drawings, maps, layouts, or other visual aids.

Education and Experience

Qualified candidates will have a Bachelor's Degree from an accredited college or university in Civil Engineering, Urban Planning, Transportation Management, or a directly related field, in addition to a minimum of seven (7) years of experience in Transportation Management, Civil Engineering, Project Management or a related field, with at least 5 years of professional-level supervisory/management experience. A master's degree from an accredited college or university with major coursework in Engineering, or a directly related field is highly preferred. An equivalent combination of training and/or experience may be considered.

Licenses and Certifications

- State of Texas Professional Engineer License is strongly desired.
- Certified Professional in Transportation Planning (PTP) is preferred.
- Candidates must have or be able to obtain a valid Texas Driver's License and be eligible for coverage under the City of Kyle's vehicle insurance provider.

The Ideal Candidate

The ideal candidate should have experience overseeing and managing the planning, development, and implementation of traffic and transportation policies and programs, transportation infrastructure projects, transportation planning, field operations and transit. The ideal candidate will possess a robust background in strategic planning, budget management, and capital expenditures.

The ideal candidate will have the ability to establish and maintain effective working relationships with City Management, City Council, department heads, local, state, federal agencies, stakeholders, and within the community to ensure that a common vision is enacted and supported.

The ideal candidate will be a professional leader who has the capacity and interest to be an effective mentor and inspires staff to achieve excellence. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful. Advanced written and oral communication skills are imperative.

Salary

The City of Kyle is offering a competitive salary range based on experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How To Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: KYLEDTPW

Affion Public
PO Box 794
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The City of Kyle, TX - Local Government

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