



ASSISTANT DIRECTOR - PUBLIC WORKS (TRAFFIC)



excellence in all we do

COREValues

Teamwork • Integrity • Innovation • Professionalism

City of San Antonio, Texas

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ABOUT SAN ANTONIO

The City of San Antonio is the nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the state as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is also home to one of the largest concentrations of military bases in the United States. One of the nation's fastest growing cities, San Antonio is rich in recreational and cultural opportunities with over 15,000 acres of public parks and 150 miles of trails, over 50 museums and galleries, and home to the 5-time champion San Antonio Spurs. The Historic San Antonio Missions are Texas' only UNESCO World Heritage site and is a UNESCO designated Creative City of Gastronomy.

CITY GOVERNMENT

San Antonio has a Council-Manager form of government with an eleven-member City Council. Councilmembers are elected by District, while the mayor is elected at-large. The term of office for the mayor and all members of the City are four-year terms, for not more than two (2) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2026 adopted budget is \$4.06 billion with close to 14,000 employees across approximately 40 departments.

ASSISTANT DIRECTOR - PUBLIC WORKS (TRAFFIC)

THE PUBLIC WORKS DEPARTMENT

The Public Works Department is committed to meeting the needs of residents by building and maintaining the infrastructure that is vital to our City and is comprised of several divisions that include the Director's Office, Stormwater, Streets, and Traffic. The department has 698 authorized position and a total budget of \$314.2 million for FY 26 and provides services such as pothole repairs, traffic signal maintenance, ensuring proper storm drainage, street markings, and signage.

Public Works has also developed a five-year rolling Infrastructure Management Program (IMP) to identify and recommend infrastructure priorities to the City Council. Through the IMP, the Public Works Department identifies and plans the roads, traffic signal improvements, sidewalks, drainage, and alleys that need to be repaired over the course of the next five years. As progress is made each year, the plan is adjusted to ensure the planning is always five years out.



ASSISTANT DIRECTOR - PUBLIC WORKS (TRAFFIC)



THE POSITION

The Assistant Director will support the Director in providing leadership, planning, directing, and overseeing the activities and operations of the Public Works Department, including the oversight of the Traffic Division. The Traffic Division is responsible for traffic engineering, transportation systems management, and operations. Transportation Services evaluates the safety and functionality of existing transportation infrastructure through traffic engineering assessments. The Transportation Systems Management & Operations (TSMO) division develops, monitors, and maintains the City's traffic signal system, which includes 1,400 signalized intersections, nearly 1,000 school zone flashers, and various traffic monitoring and detection equipment. This ensures traffic safety and efficiency on a daily basis as well as during special events. The team also operates the Public Works Department's centralized call center, Transportation & Infrastructure Management Center, which handles 311 community concerns and dispatches emergency response and maintenance crews.

This Assistant Director will coordinate assigned activities with other City departments and outside agencies, providing highly responsible and complex administrative support to the City Manager's Office. They will also directly supervise assigned staff.

ASSISTANT DIRECTOR - PUBLIC WORKS (TRAFFIC)



ESSENTIAL JOB FUNCTIONS

- Provides oversight, and assists with the planning, directing, and coordinating the activities of the Traffic System Management and Operations, the Traffic Infrastructure Management Center (TIMC), Traffic Engineering and Operations.
- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area. Establishes appropriate service and staffing levels within City policy and allocates resources accordingly.
- Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures. Assesses workload, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement and assists in directing the implementation of necessary changes.
- Assists in acting as official departmental representative to other City departments, the City Manager's Office, elected officials, and external agencies. Explains, justifies, and defends departmental programs, policies, and activities. Negotiates and resolves sensitive, significant, and controversial issues.
- Assists in selecting, motivating, and evaluating department staff. Provides or coordinates training and works with employees to address deficiencies. Assists in implementing and administering disciplinary and termination procedures.
- Assists in planning, directing, and coordinating the department's work plan through subordinate staff. Meets with management staff to identify and resolve problems, assigns projects and program responsibilities, and reviews and evaluates work methods and procedures.
- Assists in managing and participating in the development and administration of the department budget. Estimates funds needed for staffing, equipment, materials, and supplies. Assists in monitoring and approving expenditures and oversees the preparation and implementation of budgetary adjustments as necessary.
- Assists in responding to and resolving sensitive inquiries and complaints from both internal and external sources.
- Assists in reviewing and signing all higher-level department communication, including ordinances and contracts.
- Is prepared to confidently provide briefings to senior civic and elected officials at committee meetings and City Council sessions.

ASSISTANT DIRECTOR - PUBLIC WORKS (TRAFFIC)



EDUCATION & EXPERIENCE

Qualified candidates will have a Bachelor's Degree in Engineering from an accredited college or university, or engineering school approved by the Texas State Board of Registration for Professional Engineers. Candidates will also need a valid professional engineer's license (PE), at least eight (8) years of increasingly responsible professional engineering experience in civil engineering, traffic engineering, transportation engineering or a related field including a minimum of four (4) years in leadership and managerial roles. Certification as a Professional Traffic Operations Engineer (PTOE) is preferred but not required.

The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

THE IDEAL CANDIDATE

The ideal candidate is a professional engineer (PE) with proven experience in traffic engineering and transportation systems management and operations. The selected candidate must possess exceptionally strong leadership capabilities and have the ability to thrive in a fast-paced, evolving environment while effectively balancing technical expertise with high-level leadership responsibilities. Having a solutions-oriented mindset, a commitment to continuously improving project management processes and integrating industry best practices are essential for success in this position.

The person selected for this position will have exceptional interpersonal and communication skills, enabling them to build positive relationships and effectively communicate messages clearly and concisely to stakeholders, elected officials, employees, and staff. It will be essential for this individual to foster a culture of accountability, innovation, camaraderie, and professional growth within the department. This will include ensuring that projects are delivered efficiently and effectively, inspiring and developing talent, maintaining strong succession planning and promoting a team-oriented approach to project delivery. The selected candidate will enjoy working in a sophisticated public sector environment alongside a high-energy executive management team.

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SALARY

An expected salary for an ideal candidate would be in the range of \$155,000 - \$200,00. *Salary is commensurate with experience.* The City offers generous benefits and retirement including annual and personal leave, monthly car allowance, deferred compensation plans, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

HOW TO APPLY

If you are interested in this opportunity, please send a cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

The first resume review date will take place on December 3rd, 2025. *To ensure you are considered for this role please apply prior to the resume review date and submit your application as soon as possible.* This position is open until filled. Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter
City of San Antonio
Human Resources Department
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure. The City of San Antonio is an Equal Employment Opportunity Employer.