



Opening Date: 12/14/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #19-19 Assistant Manager, Transportation Services**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The Assistant Manager, Transportation Services for the Washington Convention Center is an experienced professional who is the principal assistant to and acts in the capacity of Manager, Transportation Services when the Manager is not available.

### **EXAMPLES OF WORK ASSIGNED**

- Establishment and maintenance of show management, general contractor and WCCA relationships
- Monitor key areas of Transportation Services performance such as dock operations, metro services, taxi service, shuttle operations, valet services and marshalling yard needs and activities
- Initiate corrective action on areas below performance standards as directed by the Manager of Transportation Services.
- Assist the Manager of Transportation Services in all areas relative to the efficient operation of the Transportation Services Department.
- Evaluates all subordinate Transportation Services staff.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to demonstrate emotional stability during periods of tension and stress while carrying out assigned duties.
- Ability to recognize emergency situations and direct prompt and effective corrective measures.
- Ability to conduct analytical studies and prepare clear and concise correspondence and reports.
- Ability to comprehend and follow verbal and written instructions.
- Ability to work a flexible schedule, including days, evenings, night, weekends and holidays.

- Knowledge of general office practices and procedures.
- Ability to establish and maintain effective working relationships with supervisors, and other employees and public.
- Ability to work in a fast, multi-task environment.
- Ability to express or exchange ideas by means of the spoken word.

### **CORE COMPETENCIES (FUNCTIONAL MANAGER)**

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Transportation Planning, Urban Planning, Public Administration or other closely related field; or relevant experience
- Three (3) years transportation planning experience;
- Two (2) years supervisory/managerial experience;
- Must have excellent verbal and written communication skills;
- Must possess a valid Motor Vehicle Operator's License.
- Must be proficient in a Windows environment with Microsoft Word, email systems and computer databases.

### **DESIRABLE QUALIFICATIONS**

- Professional Certification.

### **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**