Associate Director of the Center for Advanced Infrastructure Technology (CAIT)

**Definition of Class**
This is a supervisory position in which the incumbent supervises and coordinates projects with sponsoring agencies and service providers and conducts transportation/traffic simulation activities for the Intelligent Transportation System (ITS) project. The incumbent will assist the Director for overall project coordination with the state and federal Department of Transportation (DOT) agencies and the City of Oxford. The incumbent selects technology vendors and service providers; stays on-time and on-budget completion of milestones; and prepares periodic reports to sponsors.

**Examples of Work Performed**
- Evaluates and processes Digital Terrain mapping data.
- Develops Geographical Information System (GIS) database using digital mapping data.
- Enhances GIS database using aerial photos, video, and transportation network inventory data.
- Develops transportation infrastructure asset management using GIS database.
- Gathers and analyzes traffic and transportation network inventory data.
- Uses traffic simulation software to analyze traffic data.
- Selects alternative transit routes and bus stop locations.
- Selects intersections and other suitable sites for installing advanced traffic management hardware.
- Reviews equipment and technology.
- Assists in equipment purchase and acceptance testing.
- Coordinates with equipment and technology service providers; assists in operation and maintenance; and trains junior staff.
- Prepares progress reports and other project documents.
- Prepares for the future by developing jobs.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises, trains, and coordinates the activities of the junior staff.
2. Oversees Digital Terrain mapping and GIS development.
3. Conducts transportation network analysis for transit and advanced traffic management.

4. Coordinates with advanced technology and service providers and prepares progress reports and project documents.

5. Writes proposals.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is occasionally required to stand; walk; sit; and use hands to finger, handle or feel objects.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree from an accredited four-year college or university.

AND

**Experience:**
Six (6) months of experience related to the above described duties.

AND

**Certification:**
Incumbent must hold an Engineer in Training (EIT) certificate.

AND

**Licensure:**
Incumbent must have a Driver’s License.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev: 04/30/2015