

8375

TRANSPORTATION SERVICES MANAGER I

Nature of Work: Under administrative direction, manages a program or service organizational unit in the Department of Transportation where the operation, policy, work processes and regulatory requirements are typically predictable and stable. The scope of responsibility includes planning and organizing the work procedures, directing the work procedures, directing the work of employees, developing employees, evaluating unit operations, developing budget needs, researching new work procedures, interpreting statutes, regulations and policies. Performs related work as required.

Distinguishing Characteristics: Positions in this class have responsibility for a primary unit in the Division of Motor Vehicles or a secondary program section in the Division of Highways. The incumbent normally supervises technical and clerical positions.

Examples of Work:

Plans, directs, oversees and coordinates the activities in the area of assignment.

Develops and recommends policies and procedures in the area of assignment.

Supervises the monitoring of unit activities to determine compliance with state and federal regulations, policies and work standards.

Supervises and trains staff; may direct regional or other field staff.

Recommends the selection of staff to supervisors; conducts interviews for prospective employees.

Prepares reports reflecting the operational status of the unit and/or agency programs.

Compiles and/or analyzes data; develops program or procedures from this data.

May attend hearings providing facts or knowledge of the area of assignment.

Knowledge, Skills and Abilities:

Knowledge of state and federal laws and regulations and policies and procedures in the area of assignment.

Knowledge of the mission, programs and organization of the agency.

Knowledge of the principles and practices in management to include planning, coordinating, directing, organizing and supervision.

Ability to plan, organize, coordinate and evaluate work activities in the area of assignment.

Ability to analyze facts and apply to the management of the unit.

Ability to develop effective policies and procedures for the unit.

Ability to direct and supervise the work of others.

Ability to present ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with others.

8375

TRANSPORTATION SERVICES MANAGER I (CONT'D)

Minimum Qualifications:

Training: Graduation from an accredited four-year college or university.

Substitution: Experience as described below may substitute for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

Special Requirement: A valid West Virginia driver's license may be required.

AREAS OF ASSIGNMENT

Claims Investigations

Construction

General Administration

Law Enforcement

Safety

Transportation

Established: 10/21/93

Revised: 02/22/95; 03/21/95

Effective: 03/21/95