

TRANSPORTATION SERVICES MANAGER 2

Nature of Work: Under administrative direction, manages a major 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. Serves as upper-level manager assisting the director and provides supervision to supervisory, technical and clerical positions. Performs related work as required.

Distinguishing Characteristics: Positions in this class have responsibility for a major unit in the Division of Highways or the Division of Motor Vehicles. The positions report directly to the Transportation Systems Director. Typically supervises the work of supervisory, professional, technical and support personnel.

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; 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.

TRANSPORTATION SERVICES MANAGER 2 (CONT'D)

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.

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

Special Requirement: A valid West Virginia drivers license may be required.

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TRANSPORTATION SERVICES MANAGER 2 (CONT'D)

AREAS OF ASSIGNMENT

Claims Investigations

Construction

General Administration

Law Enforcement

Safety

Transportation

Established: 10/21/93
Revised: 2/22/95, 3/21/95
Effective: 3/21/95