

**TRANSPORTATION SYSTEMS DIRECTOR 2**

**Nature of Work:** Under general direction, performs administrative work in planning, organizing, directing and coordinating the work of one of the following divisions of the Department of Transportation: Auditing, Highway Services, Human Resources, Motor Vehicles, Office Services, Public Transit, System Services and Procedures, or Railroad Maintenance Authority. Performs related work as required.

**Examples of Work**

Develops and adopts operational policies and procedures for the division.

Develops and administers long range and short range plans and goals for the division.

Develops budgets and expenditure schedules for the division.

Coordinates division activities with the other Highway Department units, other state and federal agencies and the public.

Serves as spokesperson for the division.

Oversees personnel matters, such as hiring, disciplining, training, assigning work and evaluating work performance of division employees.

Writes or reviews correspondence and reports pertaining to division activities.

Supervises and approves financial aspects of the division such as payroll revisions, procurement contracts, supply requisitions and fiscal budgets.

**Knowledge, Skills and Abilities**

Knowledge of the principles and practices pertaining to the work of the division assigned.

Knowledge of the principles and practices of management.

Knowledge of the laws, policies, directives and regulations governing the Department of Highways.

Knowledge of the principles and practices of supervision.

Ability to plan, organize, direct and coordinate the work of the division.

Ability to interact with highway personnel, government officials, the public and other related associates to establish effective working relationships.

Ability to speak publicly on matters pertaining to the division or the department.

Ability to prepare written reports on division operations.

**TRANSPORTATION SYSTEMS DIRECTOR 2 (Continued)****Minimum Qualifications**

**Training:** Graduation from an accredited four-year college or university with a major in the area of assignment.

**Substitution:** Experience in the area of assignment may be substituted on a year-for-year basis for the required training.

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

**Substitution:** Master's Degree from an accredited four-year college or university in the area of assignment may substitute for one year of the required experience.

**AREAS OF ASSIGNMENT**

Accounting, Auditing  
Business Administration  
Cartography, Drafting  
Data Processing  
Economics  
Engineering  
Engineering Technology  
Finance  
Geography  
Industrial Relations, Labor Relations  
Journalism, Communications  
Management  
Mathematics  
Planning  
Public Administration  
Statistics  
Transportation

Established: 11/16/93

Effective: 11/16/93