

TRANSPORTATION SYSTEMS DIRECTOR 3

Nature of Work: Under general direction, performs complex administrative work in planning, organizing, directing and coordinating the work of one of the following divisions of the Divisions of Highways: Equipment, Finance, Materials Control, Right-of-Way, Soils and Testing, Project Control, Planning, Research and Environmental Services, Maintenance Construction, Equal Employment Opportunity or Bid Analysis and Management Systems Division. 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 of 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 when necessary.

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.

Knowledge of fiscal and budgetary management fundamentals.

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

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 3 (CONT'D)

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: Eight 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