

## ASSISTANT COMMISSIONER - HIGHWAYS

**Nature of Work:** Under general direction of the Highways Commissioner, the incumbent is responsible for highly complex and technical administrative duties. The incumbent works closely with the Commissioner and division staff in formulating policies, administrative practices and development of division objectives. The incumbent assists in the supervision of division staff as directed by the Commissioner, and assumes specific responsibilities in the absence of the Commissioner. The incumbent in this position is given wide latitude for independent judgment in making decisions regarding the work he/she performs. Performs related work as required.

**Example of Work**

Directs the evaluation of division expenditures, determines compliance with federal and state laws and regulations and makes recommendations regarding expenditures to conform with budgetary allocations.

Assembles and analyzes budget data, reviews requests for transfer of funds, and maintains agency appropriation and fiscal records.

Evaluates data and reports to ensure division objectives are met.

Coordinates intra-agency planning and related activities.

Advises the Commissioner regarding organizational and manpower development within the division.

Coordinates work flow among organizational components of the division.

Assists Commissioner in coordinating information, policy and operation of the division with other agencies.

Supervises chief of organizational components of the division as delegated by the Commissioner.

**Knowledge, Skills and Abilities**

Knowledge of management principles and ability to apply them effectively.

Knowledge of public administration.

Knowledge of modern personnel practices and procedures.

Ability to plan and coordinate work in a large division.

Ability to interpret and apply complex laws, rules and regulations.

Ability to communicate and work effectively with others.

Ability to present factual materials in a logical and effective manner.

**Minimum Qualifications**

Training: Graduation from an accredited four-year college or university with a major in business administration, political science, public administration or related fields which would provide a general knowledge of business or governmental operations.

**ASSISTANT COMMISSIONER - HIGHWAYS (CONT'D)**

**Minimum Qualifications (cont'd)**

Substitution: Additional qualifying experience may be substituted for the required training on a year-for-year basis.

Experience: Two years of full-time or part-time equivalent paid employment in public or private administration, management, public finance, business, insurance or related fields, of which at least one year of experience must have been in an administrative or supervisory capacity.

Substitution: Successfully completed graduate study in the area defined under "training" may be substituted for the required experience on a year-for-year basis.

Established: 11/16/93

Effective: 11/16/93