

TRANSPORTATION BUSINESS MANAGER**Nature of Work:**

Under general direction of the Secretary of Transportation, an employee in this class is responsible for the organization, coordination and execution of the fiscal and business management operations of the Department of Transportation. Oversees the accounting, budgeting, finance, procurement and management evaluation functions. Exercises considerable latitude in the development and execution of fiscal and business management procedures and practices of the department. Performs related work as required.

Examples of Work

Supervises the preparation and execution of the department's budget and collateral federal and state fiscal transactions. Oversees and coordinates all fiscal business management matters of the department.

Directs the development of and presentation of the annual appropriation request.

Plans, supervises and evaluates major administrative and fiscal studies; projects the cost/benefit of new/revised methods, equipment or programs.

Oversees the preparation of regulations and special reports of federal, state and local agencies.

Oversees the procurement of services, equipment and supplies in accordance with departmental budget limitations and procurement regulations.

Oversees the inter-agency relationships between Transportation and other agencies such as Auditor's Office, Treasurer's Office and the Legislature.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of governmental finance.

Knowledge of the laws, regulations, policies, and procedures governing federal financial participation in state highway activities.

Skill in projecting the effects and costs of transportation projects.

Ability to develop and execute management policies for a large, complex agency.

Ability to direct and coordinate distinct non-engineering functions in the Department of Transportation.

Ability to establish and maintain working relationships with others.

Ability to organize, conduct, analyze and implement major administrative studies and projects.

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TRANSPORTATION BUSINESS MANAGER (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a major in business management, public administration, economics, or a closely related field.

Experience: Nine years of professional management experience, two of which must have been in a management capacity equivalent to comptroller, accounting director, or administrative director in a large complex organization.

Established: 10/21/93

Effective: 11/16/93