

Class Concept

This is professional consultative, administrative, and managerial work in directing a staff of transportation program consultants and transportation planners in the development and promotion of transportation systems. Employees serve as the Director of a Unit in the Transit Division of the Department of Transportation. Employees direct the provision of technical assistance to the State agencies, local governments, and/or private concerns in the organization and operation of transportation programs and services including the development of innovative methods of integrating transportation systems. As Director of the Unit, work involves responsibility for supervising a staff involved in project planning, management, and grant administration/monitoring and program development support and analysis for local transportation systems. Employees report to the Deputy Secretary for Transit, and perform other work as required such as special projects, committee and task force assignments, overseeing contracted consultant's work and various research activities. Work requires the establishment of integrated goals and plans for transportation programs in compliance with federal and state guidelines.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of grant administration.
- Thorough knowledge of public transportation and/or passenger rail modes and their interrelationships, and analytical planning techniques and their application in the area of public transportation or rail.
- Ability to organize and direct the activities of professional-level employees, communicated effectively in oral and written form, and establish and maintain effective working relationships with a variety of state, federal, and local government officials and leaders and representatives of private concerns.

Minimum Education and Experience

Master's degree in urban and regional planning, transportation planning, engineering, business administration, or economics from an appropriately accredited institution and four years of experience in public transportation planning or administration, or community planning; or

Bachelor's degree in urban and regional planning, transportation planning, engineering, business administration, or economics from an appropriately accredited institution and five years of experience in the collection and analysis of economic and social data and information, two of which must have been in public transportation planning or administration, or community planning in a supervisory capacity; or an equivalent combination of education and experience.