

Class Concept

This is professional consultative and administrative work in supervising one of two work units within the Department of Transportation. Work supervised may involve the planning and project development activities relating to the administration of the state's comprehensive transportation program, both urban and rural; or the project management activities which provide budget review, development and monitoring, project evaluation, facility construction and equipment procurement. Project management activities include conducting Management Performance Reviews, carrying out a vehicle rehabilitation program, and monitoring vehicle maintenance costs for all local operations. Employees work under the general supervision of a section chief, and perform other duties as required such as serving on special task forces or committees, performing special projects, and preparing position papers on policy issues. Employees participate in the establishment of overall goals and objectives, and provide input into the short and long-term planning process. Work includes developing and reviewing new planning or management techniques, determining applicability to the Division and implementing as appropriate. Employees set priorities for unit activities, under the general guidance of the section chief, in the areas of project planning and project management. Work involves monitoring staff workloads and making adjustments for balance. Employees establish realistic deadlines for staff as appropriate within the framework of state and federal guidelines. Employees recommend anticipated funding needs for staff and resources to the section chief, including travel, equipment and supplies. Employees are responsible for evaluating, in conjunction with the section chief, the training needs of the staff and provide on-the-job training, seminars and workshops to encourage professional growth. Employees set standards for the work produced by staff in the unit and ensure conformity to prescribed federal mandates. This may involve establishing a standard criteria or methodology for review of local transportation development plans, or setting standards for allowable budget amounts. Work also involves assuring compliance with established goals, policies and objectives of the Division. Employees provide specific and general review of various reports, documentation and correspondence prepared by staff. Work involves counseling employees regarding job performance. Disciplinary problems may require initiating oral and written warnings; more serious disciplinary actions are handled in conjunction with the section chief and Division Director. Employees participate in the interviewing, selection, promotion, reassignment, performance review and salary adjustments of staff, for the approval of the Section Chief and Division Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of mathematical methods and statistics and grants administration.
- Considerable knowledge of urban and rural public transportation planning principles, techniques and procedures.
- Considerable knowledge of federal guidelines and regulations in related areas.
- Considerable knowledge of the collection and analysis of data pertinent to transportation programs.
- Ability to evaluate problems and develop recommendations.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain working relationships with federal, state and local officials, private transportation providers and private consultants.
- Ability to plan, organize and supervise work of subordinate staff, and to handle more difficult problems encountered by staff.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

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 two years of experience in public transportation planning or administration or community planning or transit management; or,

Bachelor'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 the collection and analysis of economic and social data, two of which must have been in planning or transit management; or and equivalent combination of education and experience.

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