

I. DESCRIPTION OF WORK

Positions in this class manage and direct an engineering program for an agency or university of considerable scope and complexity. They oversee all engineering and related services provided by staff and assist top management with budget and strategic planning, organizing business functions, quality assurance, and defending the agency or university budget and plans before the legislature and/or governing body. The Director typically serves as a member of the management team.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not Applicable

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Thorough knowledge of professional engineering theory, techniques, practices and procedures, in the area of assignment; thorough knowledge of the engineering area of assignment and skills in applying these knowledge in a review; thorough knowledge of state and federal rules and regulations governing the engineering program; thorough knowledge of agency/university practices, procedures and principles.
Planning and Organizing Work	Ability to develop plans to accomplish work operations and long-range goals and objectives. Ability to develop strategies to meet short-range objectives of work. Ability to arrange and assign work to use resources efficiently. Ability to coordinate all administrative and technical services provided. Ability to make changes in operations. Ability to establish internal operating standards and procedures to comply with state and federal rules and regulations and agency/university practices, procedures and principles governing the fiscal program.
Program Management	Ability to technically oversee all services. Ability to develop, implement and modify standards of practice for engineering work performed. Ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision. Ability to think independently.
Human Resources Management	Ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work; ability to provide feedback; may require ability to provide technical supervision. Ability to plan and support employees in career development opportunities.
Career and/or Talent Development	Ability to plan and support the development of others using a competency based system. Ability to ensure that staff is properly trained.
Strategic Planning	Ability to establish and commit to a course of action in order to accomplish long-range goals and vision of the agency or university.
Business Administration	Ability to evaluate and allocate resources, plan and oversee budget and contracts.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Not Applicable

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in engineering or related discipline and five years of related supervisory experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.