

ASSISTANT COMMISSIONER TRANSPORTATION

KIND OF WORK: Executive administrative management work within the Department of Transportation.

NATURE AND PURPOSE: Under general direction, provides executive management and engineering, leadership and direction to the operations of an assigned program division of the Department of Transportation so that policies are developed, priorities are established, and programs are implemented in an integrated way throughout the state. The major focus is on department-wide operations; organizational evaluation and change; and on support of Department of Transportation management to assure high quality, cost-effective programs within the framework of applicable state and federal laws and rules.

This classification differs from the Deputy Commissioner in terms of reportability and responsibility for a single program division (Operations, Technical Services, or Program Management) versus a departmental-wide focus. This classification differs from the Assistant Commissioner for Administration due to the focus on program versus support services functions and in that registration as a professional engineer is required for this classification. This classification differs from lower-level program managers due to the division-wide coordination and responsibility inherent in this position versus a more constrained program element.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

To participate in Department of Transportation management activities as a member of the Commissioner's Cabinet and senior staff and to participate in developing policies so that the overall technical, operational, and information resources of the assigned division are incorporated into the department's decision-making progress.

To provide managerial support and direction to an assigned division to ensure that divisional work groups carry out responsibilities and duties in an effective, efficient manner and operate within available resources, and make maximum use of available expertise to identify and resolve issues.

To determine and coordinate the development of divisional work programs resulting in budgets for the functional units within the division and to assess resource management performance so that services will be provided in the most effective and efficient manner.

To formulate divisional goals, objectives, policies and procedures in concert with other divisions to effectively direct the efforts of the division towards the achievement of the department's goals and objectives.

To act as a liaison between the department and the legislature, the general public, and other interested groups and committees in matters of transportation system development by representing the Commissioner in communications with these individuals and groups.

To assess programming needs of the Department of Transportation districts, consolidate them into statewide priorities and participate in the development of statewide construction program so that there will be a coordinated, responsive and balanced transportation improvement program consistent with district needs.

To provide managerial direction to and approval of the location of the design development phases of the highway planning and development process contained in the department's action plan to ensure that responsibility for implementation of these phases is located within the district.

To provide managerial direction and review of district construction and maintenance operations to assure conformance with established policies, standards and criteria, and that time schedules are met.

To provide liaison to the Federal Highway Administration to keep them informed of current transportation needs and propose projects to facilitate federal approval of projects along with federal financial participation.

To provide for effective use of transportation funds through the development and revision of an integrated statewide transportation plan which is compatible with regional and local development.

To develop, implement, and coordinate the execution of technical research, specialized engineering services, and centralized engineering functions to ensure that technical operational requirements of the districts for transportation planning, development, construction and maintenance are met to enable the achievement of transportation improvement programs and operational objectives.

To administer the technical activities of the division to ensure that they are conducted in an accurate, efficient and high-quality manner and that technical assistance is provided to the district staff.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of civil engineering sufficient to make evaluations and judgments inherent in the classification.

Departmental organization, policies and procedures, state and federal laws and regulations, engineering specifications and standards, and environmental law and policies sufficient to coordinate diverse programmatic elements into a unified overall program, so as to accomplish the objectives and mission of the department.

Public and business administration and the practical use of strategic planning and mission and goal setting sufficient to keep the organization on course as directed by top management. Executive management, principles and practices in order that short and long-range planning of all department resources can be accomplished, coordination of department needs can be accomplished and a cohesive, unified effort taking into account the needs and aspirations both internal and external forces can be accomplished.

Ability to:

Plan, organize, and implement technical programs of a complex nature.

Establish and maintain effective working relationships within the department and with representatives of other state and departmental agencies as well as the public at various functions and meetings to enhance communications.

Evaluate and provide proper perspective to regional and local matters and to integrate regional and local needs and priorities within departmental goals and objectives.

Formulate, initiate, and direct the application of departmental policies and procedures to ensure all department operations are effectively and efficiently carried out.

Coordinate and apply the varying expertise of others to a problem in the organization or anticipated change forced by outside events so that decisions are made in the best interests of the department.

Predict how certain factors or events will effect the Department of Transportation's resource utilization pattern so as to assure effective and efficient utilization of those resources and meeting program needs.

Understand and effectively use the skills of negotiation, conflict resolution, time management, cost benefit assessment, program evaluation, effective communication in all modes, budgeting, and employee motivation as a means to support the Department of Transportation's mission.

Project leadership and initiate as a means to bring about desired organizational changes.

Formulate, define, and communicate the purposes of the functions for which the incumbent is responsible in order to integrate goals and efforts into a meaningful workable program of emphasis.

Speak and write effectively so as to advocate department goals and objectives, often of a resource restricted nature and not well understood by those effected.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Registration as a professional engineer with the Minnesota Board of Registration for Architects, Engineers and Land Surveyors.

EST.:

Rev.:

T.C.:

Former Title(s):