

TRANSPORTATION OPERATIONS MANAGER

KIND OF WORK

Managerial work directing a major transportation program or mode.

NATURE AND PURPOSE

Under general direction, employees lead a transportation office or mode that encompasses planning, financial and program oversight activities. This is accomplished through strategic planning, transportation policy development, outreach, compliance assistance, and the development, implementation, and evaluation of programs. Employees may serve on international, national, state, and local committees that propose innovative practices, federal regulations, and/or state laws related to a variety of transportation issues. Work is reviewed through periodic written and oral reports to an Assistant Commissioner or District Engineer.

DISTINGUISHING CHARACTERISTICS:

The Transportation Operations Manager class has a broad focus and manages both planning and programmatic activities. Transportation Planning Manager is focused on strategic planning and the Transportation Program Director is focused on programmatic activities. Further, these classes often report directly to a Transportation Operations Manager.

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

Directs the determination of planning, overall objectives, priorities, policies, and evaluation of outcomes achieved so that financial, human, and informational resources are appropriated and expended effectively.

Leads and directs statewide strategic and long-range planning, program and research activities that align with the agency's vision and investment objectives; provides managerial direction for planning, program implementation, legislative initiatives, and reports.

Leads and directs the development, promulgation and implementation of regulations, statutes, and rules by providing expert analysis and testimony to ensure consistency in compliance, interpretation, and communication to stakeholders.

Provides the Commissioner, Assistant Commissioner, the Governor's staff, and officials at both the federal and state levels with advice and expertise on long-range plans, innovations, and financial resources so the agency can respond to inquiries from the national transportation entities, elected officials, transportation stakeholders and the public.

Leads and/or participates in international, national, state, agency and local committees on transportation-related policy development and research to positively influence outcomes and assure strong relationships.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

MnDOT's organizational structure, functions, products, services, and lines of authority (including governing federal and state laws, department policies, standards, procedures, and stakeholders).

Federal and state legislative processes and timelines; federal government accounting, auditing, and reporting requirements; and state and local funding and budgeting processes.

Extensive knowledge of public policy analysis, advanced transportation planning methods, large-scale project management experience including managing multiple project teams that collaborate across different administrations, agencies and/or governmental entities sufficient to implement and evaluate results.

Considerable knowledge of transportation engineering technology.

Ability to:

Formulate and initiate strategic plans and direct their application to engineering and technical programs in a large, geographically diverse, and complex agency.

Manage the activities of several units to ensure that they contribute fully to organizational objectives.

Organize, integrate, and direct large programs and new initiatives involving large numbers of employees and stakeholders.

Establish and maintain effective working relationships within the agency, academia, private industry, media, officials of other governmental agencies and the public.

Translate and integrate fiscal and statistical data into policy and program planning.

Communicate effectively both orally and in writing.

Est.: 2/00
Rev.: 8/21

T.C.:
Former Title(s):