

TRANSPORTATION PLANNING MANAGER

KIND OF WORK

Responsible management of transportation planning and policy development.

NATURE AND PURPOSE

Employees in this class manage complex planning or policy analysis programs covering all transportation modes from a major subject or temporal perspective. Incumbents serve as the senior departmental policy advisor within specific concentrations such as environmental affairs, comprehensive transportation planning, planning for a cluster of specific modes or issue analysis.

Positions in this class involve maintaining relations within the D.O.T. as well as with several levels of government to secure planning and policy developments favorable to Minnesota's transportation system. Positions in this class are to be distinguished from planning positions focused primarily on relations with a single agency or cluster of similar government agencies. Responsibility extends to simultaneous management of several major planning studies or a comprehensive program of planning projects. Performance is assessed in terms of the acceptability of major planning products or policy goals achieved within appropriate time and resource limits.

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

Manages and motivates a professional staff, and manages a budget, work program and schedules so that planning resources are effectively allocated and objectives achieved.

Assures intradepartmental, interagency, intergovernmental and public cooperation in the solution of major planning and policy problems facing Minnesota's transportation system.

Directs development of current department policy statements, major planning documents and interagency working agreements advancing comprehensive transportation planning goals.

Personally represents the department before public hearings and meetings so that transportation issues are expertly and sensitively presented and so that departmental responsiveness to public concerns is conveyed.

Reviews and drafts laws and legislation and their impact on current transportation issues or on departmental operations so that senior department executives can present constructive solutions to transportation problems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the framework within which transportation planning and policy decisions must be made.

Considerable knowledge of personnel and program management practices.

Working knowledge of current trends and state-of-the-art planning techniques in several transportation modes.

Ability to:

Speak and write effectively.

Cultivate good writing and verbal skills in subordinate staff.

Establish and maintain productive working relations with other planning professionals and political figures.

Est.: 7/6/77
Rev.:
Chkd: 4/81

T.C.: 7/78
Former Title(s): Transportation
Policy Analysis
Director