

TRANSPORTATION PROGRAM DIRECTOR

KIND OF WORK

Managerial supervisory transportation planning and program integration work

NATURE AND PURPOSE

Under general direction, provide overall managerial direction and leadership to a modal or multi-modal transportation program or section; direct statewide strategic and long-range program delivery of state and federal initiatives relevant to the program area, including but not limited to program and project-level development, deployment and ongoing technical assistance, program oversight and program budget.

Incumbents develop and manage programs which meet public transportation needs consistent with federal and state laws, regulations and guidelines; establish and manage statewide transportation policy through partnerships with state, regional and local agencies; develop plans and approaches to integrate and connect modal systems; provide quality planning products, processes and information to support and guide transportation investment and funding decisions. Employees recommend changes in statute, regulations and policies to higher level managers.

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

Provide leadership and direction to a major or multi-functional transportation program to ensure program and agency objectives are met in the most efficient and effective manner; assign work, manage the office budget, develop and implement a business plan for the program office; maintain a qualified staff; manage employee performance and training requirements.

Establish and direct statewide strategic and long-range planning, program and research activities that support the agency's vision and investment objectives; provide managerial direction for completion of planning and program projects, legislative initiatives and reports.

Develop transportation planning and/or program policies and departmental guidance sufficient to ensure programs provide identified transportation needs and lead to programming and investment decisions consistent with federal regulations, legislative goals and statewide multi-modal plans.

Lead and participate in steering committees, management teams, technical advisory committees, public information/participation workshops, and meetings with the public or governmental agencies to provide input, gain insight into needs and issues, facilitate consensus among and between groups.

Facilitate communication and enhance multi-modal planning and program expertise to ensure that office and departmental objectives are met; lead the collaboration and communication among modal and regional planners, partners and agencies.

Provide overall managerial direction and leadership for state and federal transportation grant and/or contract administration and state and federal transportation initiatives to ensure the State receives maximum benefit from available resources and is in compliance with federal requirements, rules and regulations regarding grant and contract administration.

Provide managerial direction and leadership for financial and budgetary activities of program and sub-recipients to ensure compliance with state and federal regulations; direct program management of state and federal financial projects and budgetary activities; ensure financial status reports are created and submitted as required by law or policy; provide managerial direction and assistance for responding to State and/or Federal audit requests.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal and state laws and regulations governing requirements for economic analysis, transportation planning and program design sufficient to develop and manage a comprehensive program.

Management theory and techniques, including quality management, business planning, employee development and performance management sufficient to direct and manage a major or multi-function program.

Transportation planning and programming methods and practices, including cost allocation, public participation and performance measurement.

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

Knowledge of departmental decision-making process and policies sufficient to manage and direct complex programs and projects.

Ability to:

Speak, write and communicate effectively in a variety of venues and situations.

Establish and maintain productive working relationships with other managers, legislative staff and political figures.