

TRANSPORTATION PROGRAM SUPERVISOR SENIOR

KIND OF WORK

*Advanced professional supervisory transportation program administration.

NATURE AND PURPOSE

Under administrative direction, supervises a large and complex professional transportation program. Positions in this class are responsible for developing and implementing program objectives and activities, achieving and monitoring program outcomes and making program revisions when necessary.

The following factors differentiate this class from the Transportation Program Supervisor:

- Senior positions supervise much larger and more complex programs.
- Senior positions develop and recommend specific program policies, goals and objectives while the lower level supervisor positions play a lesser role in policy and program development.
- Senior positions develop program evaluation criteria and guidelines to measure program success while lower level supervisors typically implement existing evaluation criteria and guidelines.

This class is used with class options. Options currently associated with the Transportation Program Supervisor Senior class include Traffic Measurement (TRFMGT 1531), Contract Compliance (CONCOM 1275), Engineering Applications (ENGAPP 1388) and Workforce Equity and Diversity (WEADIV 1316).

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

Supervises Department of Transportation professional and technical employees in accord with collective bargaining agreements and ensures that program staff effectively performs assigned job duties. This is accomplished by: determining how work will be completed and by whom; determining content of position descriptions; assigning and reviewing work; recommending new hires; recommending rewards and disciplinary action; determining performance evaluation standards, providing guidance to staff and conducting performance evaluations.

Develops and recommends program policies, goals and objectives to MnDOT management. This is accomplished by analyzing program data and designing a supportive structure (policies, goals and objectives) that will optimize delivery of the program's services/products.

*Professional positions require knowledge of the theoretical principles and practices of a specialized field of knowledge or academic discipline. This knowledge is typically acquired through an advanced course of study or equivalent work experience.

Develops program evaluation criteria and guidelines to measure program success. Implements evaluation tools to ensure that program objectives are being met.

Plans and develops program activities to effectively use fiscal and human resources. This is accomplished by recommending staffing plans and budgets to MnDOT management, aligning resources with program objectives and goals; setting priorities for staff and ensuring that operational policies and procedures are developed and maintained.

Serves as a consultant to clients who are using the program. This is accomplished by explaining guidelines and program limitations defined in the laws and regulations; addressing clients' program needs and determining that services are consistent with program plans.

Coordinates service delivery with appropriate stakeholders by facilitating communication using focus groups and meetings, controlling expectations and providing written communications.

Represents the program at meetings with other governmental officials and clients.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The principles, practices and academic discipline related to the program.

The laws, regulations and policies that regulate the program area.

Transportation systems and their relationship to the program area.

Current publications and research pertaining to the program area.

Motivational theory and the dynamics of supervision.

Organizational behavior.

Agencies, organizations and individuals that can provide support to the program's mission.

Ability to:

Supervise and complete work through staff while maintaining a positive work environment and effective working relationships with staff.

Establish and maintain effective working relationships with clients, MnDOT employees and managers, consultants and the general public.

Analyze, evaluate and solve problems.

Communicate in writing and through speaking to individuals and large groups.

Be innovative and present new ideas in an effective manner.

Develop creative ways to improve and/or expand program services/products.

Present new ideas in an effective manner.

Develop and implement planned change while maintaining excellent service to clients.

Additional knowledge and experience used in Experience and Training ratings for this class/options:

Knowledge of:

Railroad administration
Freight, railroads and waterways
Trunk highway construction projects
Grade crossing safety
Railroad/rail project management
Management of rail program
Traffic Engineering
Freeway operations
Traffic management
Traffic management centers
Automated freeway management systems
Financial analysis/budget analysis
Legislative analysis
Organizational studies
Workplace diversity/discrimination/Affirmative Action
Recruitment planning

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Rev.:
Ckd.:

T.C.: 7/20/99
Former Title(s): Transportation Program
Supervisor