

TRANSPORTATION PROGRAM TEAM LEADER

KIND OF WORK

Expert professional-level transportation program administration work

NATURE AND PURPOSE

Under limited supervision/procedural control, an employee in this class provides leadership, guidance, technical expertise and coordination to activities of a work group who are responsible to develop, implement, coordinate, analyze and maintain transportation related programs that are comprehensive and/or technically complex. An employee in this position may represent MnDOT in dealings with other government jurisdictions at the local, state and/or national levels.

At this level, the employee is typically directly responsible for or has a major role in the administration of large scale program with agency-wide impact or is considered the technical expert of a localized program within an office or district. Positions in this class are responsible for leading other employees in the work group, developing and implementing program activities, achieving and monitoring program outcomes, and making program and/or policy revisions when necessary. Responsibility extends to initiating or implementing corrective action when required to gain compliance or meet program requirements.

This class is used with class options.

EXAMPLES OF WORK

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

Provide leadership for a regional coordinators group; chair district or regional committees; establish statewide work plans or strategies and coordinate efforts; analyze regional data and implement best practices; work with communications staff to implement statewide and regional communication plans.

Plan and develop program activities to effectively use fiscal and human resources. Align resources with program objectives and goals; set priorities for staff and ensure that operational procedures are developed and maintained.

Serve as lead worker and provide technical knowledge, coaching, mentoring, training and professional expertise to program staff to ensure that all work performed by team members is done effectively, efficiently and meets or accomplishes the required standards of the program.

Confer and collaborate with program supervisor or manager regarding changes in program guidelines, program policies, individual and group team performance, resource needs, and/or training to accomplish desired outcomes for the program; provide leadership in the development and implementation of new programs or processes.

Provide advice to clients of services offered by the program, based on a comprehensive understanding of all procedural and technical aspects of a program activity; explain guidelines and program limitations defined in the laws and regulations; determine that services are consistent with program plans.

Lead the research, design and development efforts of agency-wide projects; provide expert consultation on assessment, development, implementation and evaluation to monitor and determine program outcome or solutions.

Develop and implement business or program procedures; establish and implement quality control processes and measures; gather and analyze program data; ensure that data meets timeliness, accuracy and reliability standards.

Provide oversight for data collection techniques to ensure effective information analysis and reporting processes; analyze data in order to evaluate, measure and/or revise program objectives.

Monitor and manage expectations of clients/stakeholders to ensure project size and scope are maintained; develop and sustain productive customer relationships.

Coordinate service delivery with appropriate stakeholders by facilitating communication using focus groups and meetings.

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

Perform related work as required.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of effective employee management sufficient to distribute and assign work, monitor outcomes, measure and report on employee performance.

Federal and state laws, policy, procedure, rules, regulations and standards sufficient to effectively administer an agency-wide transportation program.

Principles and practices of program or project management sufficient to develop and organize projects, establish goals and timetables, clarify and communicate expectations, evaluate results and negotiate for resources.

Database management, data collection, analysis and reporting methods sufficient to effectively manage, review and evaluate data in order to measure and/or revise outcomes of transportation programs.

Governmental budgeting process sufficient to assess and identify funding needs or issues and demonstrate relevance to the transportation program requirements.

MS Office applications sufficient to produce and manage data, documents, spreadsheets, presentations and reports.

Skill in:

Human relations sufficient to effectively lead or guide staff or customers to understanding and cooperation in competing relationships and/or agendas.

Ability to:

Use advanced statistical tools to conduct qualitative and quantitative analysis sufficient to identify comparables, provide alternatives, measure compliance and evaluate program results.

Communicate orally and in writing sufficient to prepare and present complex and technical information to a variety of audiences.

Effectively negotiate and administer agreements and contracts with consultants, vendors, other state agencies, county and/or local government units.

Organize work efforts and keep accurate records sufficient to handle multiple projects simultaneously.

LEGAL OR LICENSURE REQUIREMENTS

May require possession of a valid Class D driver's license

Established: 04/22/2014

Revised:

T.C.:

Former Title(s):