

TRANSPORTATION PROGRAM SPECIALIST 1

KIND OF WORK

Entry level professional work in a technical, transportation-specific program

NATURE AND PURPOSE

Under general supervision, employees in this class perform entry-level professional transportation-specific program responsibilities; coordinate a narrow technical program that impacts within the MnDOT organizational unit (district/office) or assist in coordinating programs with greater complexity/broader impact. Work is primarily limited to the first level technical aspect of the program and/or focus on singular or narrow functions.

This Transportation Program Specialist 1 level is differentiated from the 2 level by a narrower scope of work and less programmatic authority. At the entry level, employees are able to use independent judgment to determine a course of action from established but substantially diversified procedures and precedents to accomplish required results. At the entry level, the focus of the work is on administering basic programmatic functions.

EXAMPLES OF WORK

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

Design and develop forms, surveys, questionnaires and related documents, as directed, to monitor program administration; determine research process to collect data from primary and secondary sources; extract and compile relevant data.

Assist with communication to customers regarding developments and/or changes in assigned program focus, requirements or eligibility; provide technical assistance and guidance to customers of assigned program area.

Coordinate processing and distribution of communication materials to increase awareness and understanding of the goals, objectives and services offered by a specific program.

Assist in the development and monitoring of consultant professional/technical contracts; assist with coordination of contractor service delivery to communicate issues and resolutions; monitor progress of work and communicate issues to contract coordinator.

Participate in developing curriculum, materials and/or formal presentations for programs; provide or coordinate presentations to individuals or groups; respond to and/or provide follow-up to questions, concerns or issues regarding a particular program.

Collect and analyze program data for reports and information to assist with evaluation and measurement of compliance with goals and expectations; recommend changes to management regarding effectiveness of services or processes and/or to minimize expenditures.

Act as key expert in data storage computer systems to recommend and implement data management criteria in order to ensure consistency in data collection, reporting, storage and usage.

Maintain, update and revise information databases according to nature and scope of the work unit and requirements of management; analyze reporting methods and results; recommend and implement new/revised reporting procedures; provide customer support and training for system users.

Assist with acquisition and maintenance of materials, equipment and supplies to ensure sufficient inventory of items are available; research purchase options, deal with vendors and suppliers and make recommendations for changes or to continue services.

Provide research and information assistance to supervisors in exploring new products and techniques; assist with preparation of recommendations to be presented to management.

Perform related work as required.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

MS Office applications including Word, Power Point, Excel, Access, Outlook sufficient to maintain data and produce documents, spreadsheets, presentations and reports.

Database and data management concepts sufficient to maintain, update and revise information databases and create spreadsheets in order to compile and report on relevant data.

Principles, practices and methods of data collection, research and analysis sufficient to assist with business management and/or measurement of operational effectiveness.

MnDOT policies, procedures, rules, standards and requirements sufficient to effectively maintain or assist with coordination of a specific transportation program.

Ability to:

Conduct qualitative and quantitative analysis and understand analysis materials, plans, charts, technical drawings sufficient to provide assistance in the measurement and determination of program compliance.

Communicate both orally and in writing sufficient to professionally interact with others and maintain effective working relationships.

LEGAL OR LICENSURE REQUIREMENTS

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

Established: 9/99

Revised: 4/14

T.C.:

Former Title(s):