

## HIGHWAY GOVERNMENT AFFAIRS DIVISION MANAGER

DESCRIPTION: Under general direction, manages the staff and administers the work activities of the Department of Roads Government Affairs Division; directs the legislative liaison and rules development functions of the Department; directs the administration of a range of highway programs at the local level involving millions of federal-aid dollars; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Oversees the formulation of goals and policies for and directs the administration of the local liaison functions of reviewing, approving, and coordinating local government roads programs and the legislative liaison and administrative regulations functions.

Directs and monitors the administration of the Scenic By-ways Program, the State Aid Bridge Replacement Program, and the State Recreation Road Program and similar programs; administers and monitors the Local Technical Assistance Program and provides guidance to the T2 Center Director.

Plans and directs the work activities of divisional staff through assigned managers and sections heads to attain work goals and to ensure consistent application of administrative policies, procedures, and standards.

Monitors the assessment of work performances of divisional staff with established standards to determine the quality and quantity of employee's work and recommend personnel actions such as appointments, promotion, disciplinary actions, grievance dispositions, status changes, and separations.

Confers with and provides professional advice to city and county officials and other elected officials regarding financing and needs of public roads and streets and related transportation activities.

Develops the funding needs and budget requests to agency management and administers the implementation of the Division's budget.

Directs the preparation, coordination, and monitoring of legislation affecting the Department of Roads and related transportation functions.

Confers with agency management officials regarding the impact and analysis of legislative initiatives/legislation and recommends courses of action to them.

Directs the preparation, coordination, and monitoring of the passage of Department of Roads rules and regulations through internal development and official rule promulgation processes.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the Department of Roads programs and planning processes; organizational management; personnel administration including the requirements of EEO, AA, ADA, and union contract administration.

Ability to: work with representatives of local governmental entities.

Skill in: communicating with elected officials and non-agency representatives in promoting the Department of Roads legislative and administrative agenda; communicating with local entities in developing and implementing their roads plans and programs.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the Department of Roads mission and programs; budgeting and accounting procedures; cash flow processes; federal aid requirements; the functional relationships and administrative processes of the executive and legislative branches of state government.

Ability to: identify sources of conflicts and resolve disputes between groups with diverse interests; adapt schedules and workloads to meet deadlines; work with diverse groups of people; develop and administer budgets.

Skill in: dealing with human resource management issues; establishing priorities based on developing goals and objectives and determining priorities to meet the goals and objectives.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of education, training, and/or experience that will enable the individual to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is post high school coursework/training in business or public administration, political science, public relations, public affairs, or other related discipline and experience in various programmatic and/or administrative capacities handling promotional/public relations activities or liaison activities or regulatory issues involving engineering and/or similar transportation operations.