

DESCRIPTION: Under general direction, directs and manages all budgetary and financial planning, reporting, and related functional activities of the Nebraska Department of Roads (NDOR); supervises assigned managerial, supervisory, professional, and technical budgetary/financial employees of the agency's Controller Division; and provides assessments, analyses, and recommendations to senior agency management and State and federal government officials about current and projected revenue and other financial conditions and plans pertinent to agency program operations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a full performance classification with a single position serving as the principal financial advisor of the agency for senior management and for other key officials. The position oversees work sections engaged in various financial functions including budgeting, accounting, auditing, and financial management systems, and related administrative activities. The position will directly supervise section managers assigned to the Controller Division, and oversee the financial actions of other Divisions and Districts within the agency. The work involves complex and difficult planning and administration of agency financial resources and mandates for a variety of long-term construction, maintenance, and related projects and programs. Assessing revenue needs and forecasts, and monitoring fluctuating State and local project expenditures and multiple, diverse budgets are key operational responsibilities of this position.

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.)

Confers with various NDOR divisional managers and top management to provide financial evaluations about the impacts of current and proposed highway construction programs and participates in the development of financial assessments of proposed state and federal legislation and executive directives.

Directs division activities to ensure internal and external coordination of staff activities with State, federal and other government agencies and interested entities; recommends budget proposals and other resource needs of the division and the agency.

Plans, assigns, and directs work activities and monitors schedules of assigned supervisory, budgetary and other financial and operational staff to ensure attainment of work goals and priorities and completion of assignments and to balance workloads and leave schedules.

Identifies training needs and prepares staff development plan, and guides and counsels assigned employees to develop their performance capacities and to ensure consistent implementation of policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and staff performance and to recommend personnel actions and to record/document assessments made.

Prepares correspondence, and administrative and financial records and reports to provide information and explanations to State and federal officials various private firms, and trade associations, and to document activities managed.

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Directs and oversees the monitoring of reports on the status of, and provides recommendations to the agency director and deputies on the financial condition of NDOR's programs, projects, and operations.

Administers, within those sections managed, agency policies, personnel laws and rules, and labor contracts in such areas as equal employment opportunity, affirmative action, overtime, and grievances.

Oversees the development of State, federal, and local revenue projections and related program forecasts and cash flow management of all NDOR revenues and expenditures and subsequent recommendations in setting the State's variable motor fuel tax rate.

Oversees the development and provides recommendations to the agency director concerning federal and State funding requirements for short-term and long-range highway construction programs and other programs and projects.

Directs the review and analysis of proposed State and federal legislation and implementation of legislation affecting NDOR's financial activities and reports impact to top management.

Oversees, directs, and coordinates the formulation, presentation, implementation, and monitoring of the NDOR's annual budget and biennium budget requests.

Oversees the development of new and modified automated financial systems for NDOR.

Oversees accounting activities involving the receipt, deposit, disbursement, and accounting of all NDOR funds.

Serves on various task forces, chartered teams, committees, and other groups pertinent to NDOR statewide financial administration and information technology needs and initiatives and agency operational performance goals and needs.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State and federal governmental fund accounting, public finance, and cash management methods and processes; State and federal statutes, laws, rules, and regulations that govern public financial management activities; financial management principles, practices, and processes; general management and supervisory practices; generally accepted accounting principles and related standards; governmental financial administration principles and practices; State and federal legislative processes; the capabilities and features of automated accounting and financial reporting systems and general management information systems.

Skill in: speaking publicly and communicating with top agency management, state, federal, and local government officials, news media, trade organizations, and elected representatives and staff of the State legislative and executive branches and the U.S. Congress.

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Ability to: evaluate agency needs, program requirements, and revenue projections and determine the amount of State and federal funds including revenues required; identify operational and strategic plans needed to manage the financial management functions of the agency; coordinate financial activities with other NDOR divisions, districts, and top management and federal funding and regulatory agencies; plan, assign, and evaluate the work of professional and technical level employees; analyze, interpret, and apply governmental regulations and professional financial standards; analyze and resolve technical financial and general managerial issues; interact with all levels of staff within the agency and with elected and financial officials of various state, federal and local governments, representatives of professional and trade groups, and private firms and customers, who have diverse needs and perspectives; communicate in person and publicly to explain difficult financial situations and recommend proposals.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in management, business administration, accounting, budget, finance, or related areas of financial administration study, and seven or more years of progressively responsible experience in fiscal management practices, procedures, and policy decision-making (involving areas such as finance, accounting, and/or budgeting), including experience in leading or supervising others working in these areas.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).