

HIGHWAY GOVERNMENT AFFAIRS DIVISION ASSISTANT MANAGER

DESCRIPTION: Under administrative direction; coordinates and participates in the Department of Roads' legislative liaison activities; administers the Department's administrative rule and regulation making function, supervises divisional sections heads and staff; and serves as advisor to members of various highway/transportation related boards/councils and to participates affected by programs coordinated or administered by the Division; 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 and participates in the preparation, review, and submission of state legislation proposed by the Department and in the formulation of testimony, amendments, and responses to these proposals.

Confers with state and federal elected officials and legislative staff, agency managers, and representatives of transportation organizations and groups to share information regarding agency, state, local, and general transportation needs, goals, and initiatives and to aid in the acquiring of funds to support these activities.

Monitors and reports on legislative proposals and specific federal funding requests to communicate the status of specific proposals and requests of interest to agency management.

Coordinates and guides the development, publication, movement, and adoption of new and revised Departmental rules and regulations through internal agency development and official promulgation processes.

Organizes and coordinates inter-organizational councils/activities with state agencies and other groups interested in transportation issues to facilitate information sharing and cooperation between all parties.

Confers with and advises divisional staff, local government representatives, and board members regarding specific local transportation plans and requests and broader statewide transportation needs and standards to assist local entities in obtaining funds and complying with program requirements.

Confers with the divisional manager and section heads to share information, establish work goals, policies and procedures, and identify and implement solutions to operational issues.

Supervises, counsels, and trains divisional section heads and staff to ensure the qualify and quantity of work performed and adherence to goals and policies.

Identifies operational and staffing needs, and plans, assigns, and evaluates work functions and projects to divisional staff to ensure effective work operations and attainment of established goals and to document necessary personnel actions.

Confers with divisional manager and identifies funding needs and requests to ensure the resources needed to support divisional goals, policies, and plans are acquired.

Keeps abreast of significant federal, state, and local initiatives, policy issues, and projects in the various fields of transportation to ensure effective responses by the Department to these developments.

HIGHWAY GOVERNMENT AFFAIRS DIVISION ASSISTANT MANAGER (continued)

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 mission, programs, and planning processes; supervisory and personnel administration principles and practices; the functional relationships and administrative processes of the executive and legislative branches of state government.

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 representatives of 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: basic highway/transportation issues and operations.

Ability to: identify sources of conflicts and problems; prevent delays and resolve disputes; adapt schedules and workloads to meet deadlines; work with groups of people having diverse interests.

Skill in: determining priorities based on established and changed goals, objectives and needs.

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 handling promotional/public relations activities or liaison activities or regulatory issues involving federal, state, local elected officials, government agency representatives, and/or interest group representatives, pertinent to engineering and/or similar transportation operations.