

STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY OPERATIONS ASSISTANT DIVISION MANAGER

EST: 09/03 - REV: 10/11
CLASS CODE: V85601

DESCRIPTION: Under administrative direction; supervises assigned employees, and coordinates managers and other employees in the Operations Division and between the Division and the District offices and other agencies as needed. Provides guidance to District offices on current and planned maintenance and traffic control activities, operations, and related systems. Develops agency plans and responses to statewide emergencies and administers the agency's Homeland Security Program and emergency operations centers statewide and serves on the State of Nebraska Homeland Security Committee as Nebraska Department of Roads (NDOR) liaison with other state and federal representatives to share information; 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.)

The position in this class provides daily direction and coordination between the various functions of the Operations Division such as statewide maintenance operations, capital facility program and agency construction projects, and the agency's enterprise asset management system. Provides broad managerial and operational support to other work units and agencies as directed by the Highway Operations Division Manager.

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.)

Guides agency districts and divisions by providing support upon request (e.g., provides information, researches issues, identifies needs and presents findings) to all districts on maintenance activities; prepares pilot project proposals; evaluates and presents findings to agency District and Division managers.

Oversees and coordinates the activities and employees of various Division functions and programs with District offices and other agency employees and with representatives of other agencies.

Conducts research and presents resource information and plans to senior agency management about Division functions such as agency-wide activities such as asset management systems, intelligent transportation systems, and homeland security.

Develops and coordinates NDOR planning and response activities involving Homeland Security and related statewide emergency operation centers; serves as the agency's representative and liaison with officials of federal and other emergency response agencies; shares information and confers with interested parties to address issues, develop plans, and resolve problems.

Promotes the adoption and facilitates the implementation of innovative initiatives, plans, and requirements regarding specific technological and operational functions of agency that impact internal and other state and local transportation and emergency response activities.

Oversees the development and administration of asset and other management systems and acts on the behalf of districts to facilitate the establishment and administration of statewide operational schedules and resources.

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Develops cost estimates and workforce needs for initiatives and projects recommended; prepares administrative and budget documents associated with these and the programs and activities of the Division.

Coordinates and administers new capital facility design and development initiatives, program budgets, and new facility project management activities.

Confers with assigned managers and employees to obtain information needed for budgets and work plans, and other schedules, priorities, and deadlines and resolve operational issues and delays.

Plans, assigns, and supervises work activities of assigned employees to achieve work goals and ensure consistent application of program policies and standards.

Trains, guides, and confers with assigned and other agency employees to develop their performance capacities and to ensure consistent application of divisional policies, procedures, and standards.

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

Coordinates, supports, and attends agency meetings and conferences and serves on interagency task forces to share information and facilitate operations regarding programs and activities managed.

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

Knowledge of: the agency policies and manuals and federal, state, and local regulations pertinent to the functions directed; operational maintenance and emergency response needs involving statewide transportation systems; trends and developments affecting the operations, materials, equipment and technologies of the functions directed; State transportation goals; the methods for planning and implementing administrative and technological systems; operations, functions, and functional requirements of the programs and activities managed; accounting, purchasing, and related financial administration processes; federal and state personnel and employment regulations; supervisory practices.

Ability to: assess needs and issues facing and recommend solutions for the programs and activities managed in relation to agency and interagency goals, priorities, and resources; coordinate studies and investigations of specific proposals and operations; assess specific employee needs and determine training or corrective actions required; determine customer needs and adapt established plans and priorities to changing needs; communicate effectively with agency employees, consultants, customers, and the public to present technical information and promote adoption of specific proposals; administer and integrate diverse functional and organizational activities; assess effectiveness and cost of proposed plans for using and improving materials, equipment, processes, and procedures; analyze reports, findings and recommendations and identify the proper courses of action regarding issues and problems; supervise and motivate assigned employees; respond to emergency situations; make timely decisions; interact with and motivate others to foster team commitment and achieve goals individually and in groups.

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

Post high school coursework/training in administrative management functions including budgeting and operational analysis and experience in supervising employees and managing central maintenance operations or administrative services.

SPECIAL NOTES:

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).