

DESCRIPTION: Under administrative direction, performs complex professional/managerial work in planning, organizing, and administering the Department of Transportation's Local Assistance Division, which will include the Highway Local Projects and Rail/Transit functions of the agency. Regularly participates in agency strategic planning and high level policy formulation related to public transportation; performs other duties as assigned.

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

N/A

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.)

Plans, assigns, and directs the work activities of the Local Assistance Division management and assigned staff work goals to ensure consistent application of administrative policies, procedures, and standards.

Advises, develops, reviews and recommends new and revised statutes, rules, policies and procedures to respond to changes in operational and program needs, objectives and priorities governing operation of the agency's Rail Section, Public Transit Section and Local Projects Section functions.

Develops and administers the Division budget to ensure adequate staff, material, and equipment resources for the operation of the Division.

Ensures compliance with state and federal laws and provides detailed interpretation of federal mandates in regulatory situations; ensures mandate compliance within the agency.

Facilitates project initiation by assisting Local Public Agencies (LPA) in program eligible transportation projects. Develops, evaluates, and manages quality assurance systems for oversight of local projects.

Administers Federal and State funded Local transportation programs

Manages the Liaison Services section, which provides administrative support to the Board of Public Roads Classification and Standards and to the Board of Examiners for County Highway and City Municipalities in administering their road and street programs.

Coordinates with FHWA, resource agencies and within NDOT to provide training for LPA staff involved in managing and carrying out Federal-aid projects.

Communicates with stakeholders and monitors project progress to facilitate efficient, timely, and cost effective project development and delivery.

Assesses changes in the State's public transportation system, and develops short and long-range plans for public transportation. Provides assistance to State agencies, political subdivisions, and other groups seeking to improve public transportation.

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Oversees highway projects with railroad impacts for project delivery. Administers Federal and State Rail Safety funding for rail safety projects.

Coordinates with the Federal Highway Administration (FHWA), other NDOT Divisions, and NDOT Districts, to ensure that Federal funds are expended in compliance with all applicable rules, laws, and regulations.

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

Knowledge of: Department of Transportation's mission, goals, priorities, policies, rules, programs and services; organizational structures, functions, policies, procedures, communication channels, and objectives as they relate to the assigned division; federal and state laws/statutes related to the Department of Transportation and assigned division; personnel administration including the intricacies of EEO, ADA, union contract/rules and regulations administrator; government relations.

Ability to: effectively plan and organize functions and work assignments to meet division objectives; develop strategic plans and work plans; develop and apply policies, procedures and processes; understand and support management goals; identify and analyze organizational and operational problems and develop and implement timely and economical solutions; meet and relate to diverse groups of people; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; effectively motivate, develop and utilize division staff members; interpret and disseminate information; formulate plans and programs and evaluate their effectiveness; establish and maintain positive and effective working relationships with federal, state and local officials, other agency personnel and the public.

Skill in: organization of division program planning; evaluating and assessing the effectiveness of assigned division; negotiating and communicating with other entities, including federal, state and local officials, other divisions in the agency and the public

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 Business Administration, Public Administration, Engineering or related field AND five years of progressive supervisory responsibilities. Experience can be substituted for education on a year for year basis.

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).