

HIGHWAY DIVISION MANAGER

G85602

DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, performs complex professional/managerial work in planning, organizing, and administrating a specific division within the Nebraska Department of Transportation (NDOT). Regularly participates in agency strategic planning and high-level policy formulation related to the division; performs related work as required.

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

This is a single level class that is designated to be the Manager of an NDOT Division. This classification differs from other Division Heads at NDOT whereas they are not required to hold an Engineering Degree to perform the assigned duties.

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.)

Establishes the structure of the Division and reviews, modifies, or rejects changes in function and staffing levels proposed; develops operational control measures to obtain necessary program information and data necessary for decision making.

Oversees the selection, evaluation, recognition, and discipline of assigned managers and other key staff members of the Division; develops plans to ensure personnel policies and practices on equal opportunity, career development, safety, performance evaluation, employee recognition, counseling, and other human resource practices, are implemented by managers and supervisors.

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

Performs strategic and long-term planning for the assigned Division and establishes long-range function requirements, goals, and objectives.

Resolves problems not covered by established policies, procedures, and/or precedents; reports on program accomplishments and justifies critical and far-reaching program changes; collaborates with the agency head, deputy directors, District/Division Engineers, and Division Managers on operational programs and problems; recommends policies, solutions, and management actions for operational effectiveness; provides input on new or revised legislation, regulations, policies, and procedures.

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

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Represents the agency at national and state meetings or other information sharing events as the subject matter expert to ensure information regarding agency functions are accurately conveyed; may participate as a member of a national, state, or local community organization board or committee.

KNOWLEDGE, SKILLS, AND ABILITIES 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, Communications, Engineering or related field, AND two years of highly advanced, progressively responsible supervisory experience. Experience may substitute 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).

Established: <07/24>

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
	Consolidated HWY Operations Division Manager (G85602) and HWY Local Assistance Division Manager (G56690) under class code G85602 with new class name: Highway Division Manager; Updated Examples of Work; Updated MQs.	7/16/2024