

## Highway Programs Administrator

V57310

### DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, plans, organizes, directs, and coordinates a Section/Unit within a large complex program or several multi-program areas including policy and procedure development and operational planning. for the Department of Transportation. Positions in this class administer program functions through the supervision of managers, supervisors and/or other key program staff. Performs activities necessary to plan, organize, implement, evaluate, and manage the resources necessary to operate and maintain program functions; coordinates with other State, local and federal agencies/officials.

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, full performance job classification where positions provide oversight of a large complex program or multiple components within a large complex program. Positions in this class administer program functions through the supervision of managers, supervisors and/or other key program staff specific to Nebraska Department of Transportation (NDOT) program functions and local projects. The kind and level of work assigned, authority and responsibility delegated, and qualifications needed focus on assessing agency administration of programmatic operations in relation to program mandates and on providing non-engineering program guidance to agency management and consultation to representatives of other agencies or other outside entities.

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 consultants and assigned staff to attain work goals and to ensure consistent application of administrative policies, procedures, and standards.

Supervises, evaluates, and compares work performance of assigned staff with established standards to determine the quality and quantity of employees' work and to recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, and separations and to identify employee training needs and to improve career advancement potential.

Plans and evaluates NDOT's performance relative to established standards to ensure compliance with federal and state programs. Develops and implements quality enhancement policies. Documents findings of process reviews and identifies methods and strategies to address deficiencies.

Determines the resources necessary to accomplish program initiatives; determines, secures, and allocates resources to carry out program goals and objectives.

Manages and reviews NDOT projects to ensure project complies with federal and state programs. Reviews project information to determine level of public involvement.

Audit Federal subrecipient (Local Public Agencies, Transit Agencies etc.) compliance with federal grant and fund (FTA, FHWA, FAA) requirements, initiate and implement corrective action .

Initiate, manage, review, and approve consultant scoped projects; approve and oversee consultant work and/or services, manage contract hours, expenditures, and quality of consultant work.

Develops and implements data collection methods of analysis for federal reporting requirements.

Compiles, prepares, and analyzes data for required reporting to federal oversight agencies.

Serves as a final reviewer of program/project related federal aid transportation projects.

Provides technical assistance and training for federal aid subrecipients, contractors, external stakeholders and NDOT District staff to meet necessary federal requirements and regulations.

Works with NDOT Districts and Local Public Agencies to identify and mitigate impacts from transportation projects. Drafts and implements plans to mitigate risk to project delivery.

Manages and/or coordinates all phases of the public involvement process; manages and/or coordinates public hearings, public meetings process.

Approves program related activities according to federal regulations, state statutes, NDOT Rules and Regulations, program procedures, program agreements, and any other federal/state oversight agency with jurisdictional requirements applicable to NDOT programs/projects.

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

Knowledge of: Needs and concerns of various diverse communities, interest, economic, business, and social groups; data collection and analysis; project management; project delivery; training methods; state and federal regulations/laws governing the programs/sub-programs managed; scope and impact of the operations of assigned programs and their relationship to other programs within NDOT.

Skill in: Communicating to convey information so others will understand; using logic and reasoning to identify strengths and weaknesses of alternative solutions; identifying complex problems to develop and evaluate options and implement solutions.

Ability to: Communicate effectively with district/division managers, professional and technical employees, government officials, contractors/consultants, external stakeholders, subrecipients, local public agencies to exchange information; develop and foster working relationships and advocate NDOT goals, initiatives, and solutions in an effective manner; interpret and apply state and federal laws, rules policies and standards; make decisions that conform to law, regulations, and policies; plan, supervise, and monitor functional assignments and work performances of assigned employees; hear and resolve employee complaints, problems, grievances and handle personnel issues in a positive and productive manner.

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 public administration, business administration, communications, engineering, construction management, regional or community planning, social sciences, natural sciences, education, social justice or human rights and experience in program and/or project management, public policy, performance measures, marketing and/or planning. Experience may substitute for the education requirements on a year-for-year basis.

SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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: 01/97

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
Distinguishing Characteristics & Examples of Work	Revised to eliminate specific program focus	1/31/24
Minimum Qualifications	Revised to require bachelor’s degree	1/31/24