

STATE OF NEBRASKA CLASS SPECIFICATION
**HIGHWAY LOCAL PROJECT AND RESEARCH PROGRAM
ADMINISTRATOR**

EST: 12/16 - REV: 00/00

CLASS CODE: V57500

DESCRIPTION: Under administrative direction, manages and oversees program and administrative functions/operations associated with multiple and diverse federally funded research studies and Local Program projects; serves as central contact regarding federal funding resources, processes and regulations; supervises various employees and provides liaison services to and works with representatives of other states, the federal government, and other organizations to facilitate the receipt and distribution of funds, and preparation and submission of reports, relative to these studies and projects; 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.)

This is a single position job class restricted in use solely to the Nebraska Department of Roads (NDOR), Division of Materials and Research. The position manages and coordinates diverse business/administrative and non-technical program activities pertinent to the federal funding of research/cooperation studies and Local Program projects, oversight of agency and intergovernmental technical assistance and educational operations, preparation and application of administrative policies, procedures, criteria, and documents associated with these functions, and supervises assigned professional/technical engineering, administrative, and other staff. The scope of work performed or directed is broad and includes interagency programming support, financial administration and compliance coordination; data management; quality assurance and control; report, contract, and agreement preparation and administration.

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, coordinates, monitors, and reviews project budgets, funds received, and allocations of federal funds for various research studies and local projects to verify the availability of funds and accountability of all transactions, and the compliance with State and federal grant directives, mandates, and earmarks. Maintains, prepares, and tracks Division annual budget such as providing comments and submitting budget reviews and requests. Coordinates, with agency fiscal staff, the final audits and close outs of federally funded studies and projects.

Oversees, coordinates, and develops contracts, agreements, and other documents relative to Local Project Program Delivery, external consultants, and training and research organizations to ensure adherence to funding guidelines and deadlines, and to ensure pertinent stipulations are noted in these documents. Works with other NDOR Divisions and agency financial and legal staff to determine the correct stipulations to be inserted.

Participates in or coordinates the preparation of periodic and special reports, tracking data, and informational material to record schedules, status, audits, and outcomes or achievements of federal aid allotments.

Schedules, organizes, and facilitates meetings between participants/representatives of NDOR, national research and educational entities, private sector organizations, and the Federal Highway Administration. Serves as chair of and administers the Midwest States Regional Pooled Fund Program to ensure development of reports, budgets, and agreements, and to approve and process reimbursements.

Coordinates and handles or approves various administrative actions pertinent to the Division to include development of records/database management policies and procedures, quality assurance processes, and audit tools, and adherence to purchasing policies and practices including various tests associated with laboratory and research practices.

Supervises assigned professional and technical level staff, including planning, scheduling, and directing their activities to ensure attainment of goals and priorities, and conformance with instructions, policies, and standards.

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Trains and guides assigned staff and develops staff development plans, and monitors and evaluates employees' performance, to establish job expectations and to document and recommend personnel actions.

Coordinates with and monitors Division staff and other NDOR divisions during various phases of funding activities and compliance reviews relative to specific research studies and local projects.

Oversees the development and maintenance of Local Project Program Agency manual, forms, and checklists; shares updated and new programmatic changes and instructions with members of local agencies; prepares and presents training material on funding and other programming processes.

Manages the staff and services delivered to the Board of Public Roads Classification and Standards, and the Board of Examiners for County Highway and City Municipalities that support their program functions, such as functional standards and licenses, and certification and reporting workshops.

Handles Divisional and other internal agency activities relative to specific non-engineering mandates, such as federal Title VI documentation and audit activities, and fixed asset replacement and maintenance activities for the Division.

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

Knowledge of: administrative management practices; accounting principles and methods; general supervisory practices and personnel policies; principles and procedures of research/statistical analysis techniques; basic funding needs of local and research projects; State and federal funding and programming directives regarding research studies and local projects.

Ability to: communicate with others individually and in groups to exchange factual information and interpretations of directives; explain and guide representatives of other agencies in preparing and submitting documents and data; interpret and apply guidelines and regulations to operational analyses and situations; interact with individuals with varying levels of knowledge and different needs to maintain work relationships; condense program and administrative data, needs, and assessments into reports, tables, and summaries; formulate conclusions and decisions based on information analyzed; establish personal and team work schedules and priorities; plan, supervise, and monitor functional assignments and work performances of assigned employees.

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, financial administration, accounting, program/policy evaluation, project management, research/statistical techniques, or a related administrative field, and two years of experience in preparing and evaluating financial documents or contracts-agreements, or in planning and implementing organizational processes or projects. Additional years of experience as described above may substitute for the required education on a year-for-year or equivalent 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).