

## HIGHWAY ASSISTANT DIVISION MANAGER V85601

### DESCRIPTION OF OCCUPATIONAL WORK

A Highway Assistant Division Manager supports the Division Head by developing strategic and workforce planning initiatives; implementing plans and goals; ensuring compliance with state statutes, federal laws/regulations and agency policies/procedures; leading stakeholder engagement and public relations; coordinating division budget and/or funding sources, both state and federal; assigning and managing work activities of managers, other teammates, and consultants; performs at both the operational and management level.

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

Positions in this class work under limited supervision from a Division Head and may represent Division Head with both internal and external partners. Positions operate independently, to solve complex problems with ambiguity and unclear parameters in order to achieve results in new or first-time decision-making situations. Positions in this class manage the work of subordinate supervisors performing a range of professional or highly technical work in support of an agency program, administrative function, or operation. Positions in this classification develop and administer policies and procedures; are authorized to take independent action and issue expert opinions that provide direction for further action by others; and are charged with building the capability of moving a program or administrative area forward. Determines and delivers on strategy for program or administrative area.

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 and manages activities of assigned program or administrative area work units and external entities to ensure internal and external coordination with state and other government agencies to resolve administrative or programmatic issues and operational delays.

Advises managerial and professional teammates regarding strategic planning, analysis, development and implementation of program and administrative goals, plans, policies, and procedures associated with program or administrative area.

Prepares correspondence and administrative, statistical, and financial records and reports to provide information and explanations to senior agency management.

Conducts administrative and program research projects; prepares reports and correspondence; and recommends courses of action to facilitate administrative or programmatic activities.

Ensures conformance with state statutes, federal laws, Federal Highway Administration (FHWA) regulations and agency policies and procedures.

Serves as a liaison between the agency and state or federal resource/regulatory agencies and negotiates resolutions to differences.

Represents the Division Head and the goals and needs of the assigned program or administrative work area at internal/external meetings and conferences to establish and promote the Nebraska Department of Transportation.

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

Prepares and manages budgetary and resource proposals for the section managed.

Assigns and manages work activities of assigned managers and other teammates and consultants to ensure attainment of work goals and priorities.

Trains, guides, and confers with assigned managers and other teammates to develop performance capacities and to ensure consistent application of policies, procedures, and standards.

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

Knowledge of: business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, and coordination of people and resources; practices and techniques for organizing and managing multiple program units and functions; developing and implementing changes to program and/or administrative processes.

Skill in: identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Communicating to others to convey information effectively. Adjusting actions in relation to others' actions.

Ability to: communicate information and ideas to diverse audiences in varied settings in person and through correspondence, reports and electronic means; identify and prioritize problems and formulate possible solutions; make decisions that conform to law, regulations, and policies; interpret and apply regulations and policies to managerial and operational problems; determine customer needs and adapt established plans and priorities to changing needs; administer and integrate diverse functional and organizational activities; assess cost effectiveness and cost of proposed plans for using and improving materials, equipment, processes and procedures; plan, organize, and manage the functional and administrative activities of the work units and operations managed; formulate and implement procedures and policies to coordinate functions managed; delegate responsibility and achieve results through assigned employees in an appropriate and effective manner; hear and resolve employee complaints, problems, and 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 and progressively responsible experience in field related to functions; and experience in performing progressively responsible supervisory duties. Experience may substitute for part or all the education requirements on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

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).

Positions at this level may require a specific number of years’ experience.

Some positions may require specialty certifications or licenses.

Established: 09/03

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
		10/11
Entire Spec	Updated spec to be more inclusive.	2/23