



TRANSPORTATION MANAGEMENT OFFICER

SCOPE OF WORK:

Work involves activities associated with the management of programs, contracts, and/or major functions, typically of a non-engineering nature, within the Department of Transportation.

DUTIES PERFORMED AT ALL LEVELS:

- Work with districts, other divisions, and staff in developing and meeting short and long-range plans for assigned area of responsibility.
- Develop, implement, and maintain procedures and/or policies.
- Assure program and/or contract compliance with laws, rules, regulations, policies, and procedures.
- Coordinate activities with other sections, divisions, districts, or agencies.
- Coordinate projects, programs, and/or grants; prepare and submit grant applications; apply grant awards.
- Develop requests for proposal for non-engineering projects; participate in selection of contractors, negotiate contracts, and monitor contracts for compliance.
- Monitor and evaluate programs to assure effectiveness and compliance with requirements; make recommendations for change.
- Develop and monitor project or program budgets.
- Design, implement, and monitor programs such as traffic safety, etc.
- Monitor federal and state legislation affecting transportation-related programs.
- Recommend changes in established policies and procedures affecting operations.
- Identify and research problems, develop alternatives, identify costs, make recommendations, prepare and present reports.
- Provide technical assistance on laws, rules, regulations, policies, and programs.
- Prepare special projects, studies, or reports as necessary.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

TRANSPORTATION MANAGEMENT OFFICER I
GRADE K

0921

LEVEL DEFINITION:

Work at this level involves performing duties and responsibilities associated with the administration of a portion of a major program or function within the Department. Work

is performed under general supervision by a transportation management officer or division director.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May provide supervision and training to staff; may evaluate work performance.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of work experience leading to a level of knowledge, skill, and ability necessary to work independently in interacting with others, problem-solving, decision-making, and meeting established goals through planning, organizing, and controlling work activities. An additional four years of progressively responsible work experience may substitute for two years of the education requirement if it led to a level of knowledge, skill, and ability necessary to perform the work required.

TRANSPORTATION MANAGEMENT OFFICER II

0922

GRADE L

LEVEL DEFINITION:

Work at this level involves duties and responsibilities associated with the administration of a major program or function within the Department through establishment of goals and objectives. Duties are generally performed under the direction of a division director. Work is differentiated from the previous level by a greater degree of knowledge and skill required and accountability.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Review and approve grant applications, highway safety plans, and other program documents.
- Negotiate program requirements with federal and state officials.
- Develop and implement program goals and strategies.
- Monitor and interpret state and federal laws and regulations; make appropriate changes in programs, policies, and procedures to implement laws and regulations.
- Ensure program effectiveness and compliance to program requirements.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and four years of work experience leading to a level of knowledge, skill, and ability necessary to work independently in interacting with others, problem-solving, decision-making, developing and implementing policies, and meeting established goals through planning, organizing, and controlling work activities. An additional four years of progressively responsible work experience may substitute for

two years of the education requirement if it led to a level of knowledge, skill, and ability necessary to perform the work required of positions in this class.

Eff. Date: 10/74 - Highway Management Officer

Rev: 12/91 - Updated series

Rev: 10/94 - Changed minimum qualifications

Rev: 6/97 - Changed minimum qualifications on III level to allow substitution of experience for two years of education (DOT request)

Rev: 1/99 - Deleted third level. Replaced by Administrative Division Director, class code 0924

Rev: 7/12 – Conversion to Hay System