



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0924

ADMINISTRATIVE DIVISION DIRECTOR - DOT

GRADE O

SCOPE OF WORK:

Work involves duties and responsibilities associated with directing a major non-engineering division within the Department of Transportation. The division's primary emphasis is to provide a service to a large customer base. Work activities involve planning, organizing, staffing, controlling, and evaluating the business operations of the division.

DUTIES PERFORMED:

- Plan, implement, direct, and evaluate the activities associated with the respective division.
- Plan for and manage the division's human, fiscal, and materiel resources.
- Develop and maintain the division's strategic business plan, as well as short and long-range goals and objectives; ensure consistency with the overall Department plans and mission.
- Develop, implement, and enforce administrative rules and policies and procedures in accordance with state and federal laws and regulations.
- Coordinate activities of the division with other divisions and/or other government agencies to ensure cooperation and strive toward common goals.
- Develop and administer programs to meet business objectives; monitor and evaluate programs and institute change where necessary to assure effectiveness and maintain compliance with requirements.
- Attend meetings and events and/or serve on committees with individuals, groups, or organizations; provide information and solicit input regarding the business of the division.
- Propose legislation for approval by the Department Director; monitor legislative activity at the state and federal levels; prepare legislative fiscal notes and testify before legislative committees and hearings pertaining to issues; develop strategies for implementation of legislation.
- Participate in and/or direct the preparation of the division budget; control appropriated funds; approve applications for federal funds.
- Interact with members of the general public, governmental leaders, and other government agencies on a daily basis; manage employees who have extensive daily contact with the general public and other government agencies.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of professional level work experience leading to a level of knowledge, skill, and abilities necessary to directly manage the work of others, resolve problems, make decisions, and meet established goals through planning, organizing, and controlling work activities. Work experience must have included management of staff. A master's degree may substitute for one year of the work experience requirement. Directly related professional-level work experience may substitute for the education requirement on a year-for-year basis.

Eff. Date: 1/99 - Replaces Transportation Management Officer III, class code 0923

Rev: 1/10 – Revised minimum qualifications

Rev: 7/12 – Conversion to Hay System