



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 2020

TRANSPORTATION PROGRAMMING MANAGER

GRADE N

SCOPE OF WORK:

Work involves activities associated with managing the programming functions of the Department of Transportation's Planning and Programming Division. Work consists of planning, organizing, scheduling, and monitoring program and project activities that involve federal funds to ensure maximization of the Department's federal funding allocations.

DUTIES PERFORMED:

- Prepare contract estimates and proposals; program projects to obligate all federal transportation funds available to the State.
- Prepare and submit plan, specification, and estimate documents to the Federal Highway Administration (FHWA) for authorization.
- Secure financial authorization from the FHWA for all projects utilizing federal aid funds.
- Track, analyze, and project federal fund utilization to determine which projects can be let to bid or shifted in priority; monitor status and maintain records of unobligated funds; provide management with information necessary to make immediate and long-term strategic decisions regarding construction projects and scheduling of projects.
- Interpret federal obligation and apportionment transmittals and calculate state, county, and urban distributions.
- Coordinate with districts and other divisions in the planning and development of construction programs; establish five-year improvement schedules for the Department's construction projects.
- Communicate with officials from metropolitan planning organizations, county and federal agencies, and transit projects regarding transportation improvement plan and federal funding issues.
- Monitor the status of all projects; maintain a master list of projects to which charges can be made for reimbursable federal funds; coordinate the critical path scheduling process of project development; review project bid proposals for compliance with federal requirements.
- Direct staff in preparing and securing approval of the annual Statewide Transportation Improvement Plan; negotiate amendments with the FHWA.
- Direct the preparation of bidders' proposals for upcoming bid openings; prepare and update a five-year bid opening schedule of projects.
- Maintain and control designated computerized applications utilized for project management, databases, and bid document preparation.

- Develop policies and procedures for programming and bid opening processes to ensure compliance with Department and FHWA requirements.
- Delegate, monitor, and evaluate work activities of assigned staff; participate in the selection and recruitment process.

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 an associate degree in civil engineering technology, six years of professional-level engineering work experience, and three years of management experience; or a bachelor's degree with a major in civil, construction, or transportation engineering or construction management, four years of professional-level work experience in engineering, and three years of management experience. At least two years of the work experience must involve the use or preparation of contract estimates and proposals; plan development to include the determination of project quantities, preliminary cost estimates, and the preparation of plan, specification, and estimate documents; and project auditing or accounting experience.

Eff. Date: 06/00

Rev: 07/12 – Conversion to Hay System