



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code: 2031

DEPUTY DIRECTOR ADMINISTRATION - NDDOT
GRADE S

SCOPE OF WORK:

Work at this level involves performing highly complex managerial, leadership, and professional assignments. Responsible for the oversight of all administrative divisions and functions within the ND Department of Transportation (NDDOT), including: Communications, Finance, Legal, Audit Services, and Human Resources. Act on behalf of the Director of NDDOT and attend meetings to represent NDDOT as assigned.

DUTIES PERFORMED:

- Direction and management of all administrative divisions and functions within the agency:
 - Develop strategies for strengthening and enhancing services in all administrative divisions.
 - Develop, implement, monitor, and evaluate strategic plan purpose statements and expected results for the divisions.
 - Monitor implementation of division service goals and objectives.
 - Plan, develop, recommend, and implement fiscal policies and operating procedures for the divisions.
 - Render decisions on department policy interpretation.
 - Direct and manage staff, activities, and performance with assigned divisions.
 - Select, train, coach, mentor, and evaluate staff.
 - Ensure staffing levels match assigned work and performance outcomes.
 - Participate in the development and prioritization of the department budget.
 - Ensure compliance with state and federal laws, rules, regulations, and department policies, procedures, and requirements.
 - Serve as the liaison to information technology.
- Participate in executive level planning and decision making for the agency.
 - Consult with the agency director and other deputy director positions to ensure proper staffing, training, and budget resources are provided to accomplish the mutually established goals for the agency.
 - Brief executive team members on present and future department issues and suggest strategy.
- Participate in executive level interface, coordination, and administration duties.
 - Serve as an ambassador of the agency mission and values.
 - Encourage and model the State of ND cultural aspirations.
 - Represent the agency at legislative and committee hearings and provide testimony.

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- Represent the agency to executive agencies, public and private organizations, political subdivisions, and constituency groups.
 - Coordinate activities with governor's office, legislature and other state agencies.
 - Research modern trends in transportation management.
 - Collaborate, coordinate, and communicate with all staff on matters relating to the agency's administration divisions.
 - Represent the agency at national meetings; serve on statewide committees.
 - Act on behalf of the agency director and attend meetings to represent the agency as assigned.

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 eight years of professional work experience, including four years of management and supervisory experience. Must have demonstrated ability to provide significant input to policy and decision-making affecting a large organization, ability to work with a legislative body, knowledge of state and federal rules and regulations, and demonstrated knowledge and abilities in budget management. The hiring authority may specify additional qualifications at the time of recruitment.

Eff. Date: 11/2019