

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
HIGHWAY DIVISION ADMINISTRATOR

DEFINITION

Plans, directs, and coordinates the engineering and management program services for the Highway Division of the Department of Transportation; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of engineering managers and staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Serves as a member of the department's management team which provides the overall planning, direction, coordination and evaluation of departmental operations and services.

Directs and administers statewide engineering programs employing managers and engineers; oversees the coordination of office functions within the department and with other state agencies, and cities and counties; provides technical engineering expertise.

Assists the department director in achieving program objectives; provides recommendations and technical information in program and management areas; participates in long-range planning and in problem resolution.

Reviews, approves and presents reports to the Transportation Commission on transportation issues; participates in Commission meetings using discretion, accuracy and clarity in communicating information.

Oversees the development and implementation of transportation program standards, policies and procedures to ensure quality and safety of transportation projects and activities; participates on committees and task forces to identify priorities and ensure uniformity of standards and quality of projects and programs; provides leadership in current trends and innovative technical engineering methods.

Collaborates with division heads on operational problems which influence management and organization and serves as a key resource person in evaluating and recommending solutions to problems relating to both financial and administrative program aspects.

Reviews, modifies, or rejects changes in functions, structure, position design, staffing levels, and related actions proposed by subordinate managers; establishes functional work activities and organizational relationships deemed desirable to meet specific goals and objectives.

Develops internal programs, plans and procedures to ensure that subordinate managers follow through with the provisions of various government wide programs such as equal employment opportunity, promotion plans, career development, performance appraisals, counseling and related services to achieve equitable treatment of employees.

Develops and maintains effective working relationships with a broad spectrum of key officials outside of the immediate organization in order to effectively gain necessary executive, legislative and related support for management decisions on program priorities and goals.

Provides input in regard to proposals emanating from or outside of the department regarding new or revised legislation, regulations and related changes which have a direct impact over program(s) directed.

COMPETENCIES REQUIRED

Knowledge of management practices and principles including personnel management, organizational management, budgeting, and employee supervision as they relate to investigating and resolving problems and issues impacting on program operations.

Knowledge of state and federal laws, regulations, policies, and procedures applicable to the areas of assigned specialization.

Knowledge of the principles, practices, and techniques associated with the assigned areas of specialization within the field of transportation engineering.

Knowledge of the current literature, trends, and developments in transportation engineering.

Ability to read, write and speak the English language clearly and concisely, both orally and in writing, to present, explain, persuade, negotiate or defend positions taken by the department.

Ability to develop or revise policies and standards to carry out work objectives more efficiently, safely and cost effectively.

Ability to establish program objectives and performance goals to effectively utilize available resources, meet departmental goals, and comply with state/federal requirements.

Ability to supervise others and to work cooperatively in a team environment.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to act before being required to act by events, improve job performance, avoid problems and find or create new opportunities.

Ability to objectively interact and discuss work related issues with employees to improve performance, counsel, or provide career enrichment for the individual involved.

Ability to coordinate and integrate the work activities of diverse bureaus or offices such that the overall goals of the program area are accomplished in a timely and efficient manner.

Ability to interact with members of the general public, public interest groups, contractors and legislators.

Ability to keep own emotions under control and restrain negative behaviors when provoked or when working under conditions of stress.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Licensed as a professional engineer, and experience equal to eight years of full-time licensed professional transportation or related civil engineering work, four years of which must have included supervisory/ managerial responsibility. Must have, or prior to appointment, must obtain an active Iowa professional engineering license through the Iowa Professional Licensing Bureau – Engineering and Land Surveying Examination Board;

OR

a Master's degree in chemical, civil, construction, environmental, materials, structural or transportation engineering; or an area closely related to transportation engineering may be substituted for one year of the non-supervisory required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to three years of full-time work as a Transportation Engineering Administrator or Executive.

NOTE:

This position is exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Transportation.

Effective Date: 8/14 SA