

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**TRANSPORTATION DIVISION DIRECTOR**

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**DEFINITION**

Directs through subordinate managers an established division of the Department of Transportation and oversees administrative activities in assigned program areas; 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**

Oversees the selection, evaluation, reward and discipline of subordinate managers and other key staff; develops plans to ensure personnel policies on equal employment opportunity, career development, safety, performance appraisals, employee rewards, counseling, etc., are implemented by managers.

Establishes structure of the organization and reviews, modifies, or rejects changes in function and staffing levels proposed by subordinate managers; develops operational control measures to obtain necessary program information and data for decision-making.

Identifies the direction programs should take to most effectively deliver products/services to customers and develops long range program goals/objectives to meet this need; continuously evaluates organizational performance in meeting established program goals/objectives.

Resolves problems not covered by policies and precedents; reports on program accomplishments and justifies critical and far reaching program changes.

Collaborates with department director on operational problems that influence agency management and organization and recommends solutions including the need to modify, start or abandon major projects; provides input on new or revised legislation, regulations, etc.

Develops working relationships with a broad spectrum of key officials outside of the immediate organization and serves on agency and inter-agency committees where decisions made could impact the operation of critical government programs.

Collaborates with other senior managers to address issues of an agency-wide, state-government-wide, or state-wide nature.

**COMPETENCIES REQUIRED**

Knowledge of the basic principles, theories, techniques, and trends of public administration including financial management, labor relations, data processing and related governmental programs.

Knowledge of the organizational structure, functions, procedures and regulatory requirements for the organization served.

Knowledge of source materials and guidelines that can be used to resolve problems encountered not covered by precedent.

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

Ability to supervise, coordinate and integrate the work activities of multi-function unit managers.

Ability to analyze, understand, and break down often complex organizational and operational problems and develop and initiate effective, efficient and timely solutions.

Ability to represent the agency both inside and outside the organization and to gain support of the agency's program goals.

High standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Ability to work and communicate with internal and external clients, customers, and stakeholders to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

A high level of initiative, effort and commitment toward performing duties efficiently and effectively. Works with little to no supervision. Demonstrates self-motivation, responsible behavior and attention to detail.

Commitment to aligning behavior and performance with the needs, priorities, goals and mission of the organization.

Desire to encourage and facilitate cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Ability to express information to and effectively communicate with individuals or groups with widely divergent backgrounds, interests and points of view. Listens to others and responds appropriately. Is able to build consensus.

Superior judgment. Ability to determine the sensitivity of issues, who to alert about them, and how best to address them.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university and experience equal to six years of full-time progressively responsible management oriented work in a recognized administrative support area (e.g., finance, personnel, engineering, law regulation, human resource management, data processing, program research or evaluation);

OR

an equivalent combination of education and experience substituting one year of the required experience for each 30 semester hours of the required education to a maximum substitution of four years;

OR

an equivalent combination of education and experience substituting eighteen semester hours of graduate level coursework in a management oriented curriculum (e.g., Public or Business Administration) for each year of the required experience to a maximum substitution of two years;

OR

an equivalent combination of education and experience substituting twenty-four semester hours of graduate level coursework in a special program curriculum (e.g., Social Work, Law, Education, Engineering, etc.) for each year of the required experience to a maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch equal to four years of full-time work as a Public Service Executive.

#### **NOTE:**

Positions in this class are "at will" and exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise.

Effective Date: \_\_\_\_\_ 4/03 JG