

TRANSPORTATION PLANNING DIRECTOR

KIND OF WORK

Highly responsible administrative work in directing a major transportation planning program.

NATURE AND PURPOSE

Employees in this class manage a major segment of a transportation development program encompassing the activities of a number of sections. Responsibility extends to developing programs which meet public transportation needs consistent with federal and state laws, regulations, and guidelines; and providing information on transportation needs, environmental impact, and projected facility usage. In addition, employees recommend changes in the law, regulations, and policies to higher level managers. Review of work is accomplished through periodic written and oral reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Allocate staff and budget resources among offices to ensure scheduled progress towards departmental planning goals.

Assess public and interest group proposals affecting transportation planning or programs so that public sentiment can be incorporated into departmental plans whenever possible.

Analyze federal and state rules and legislation which impact on the DOT so that the Commissioner and staff can be advised of the effects on DOT programs.

Make public appearances on behalf of the department and assist with presentations to the legislature to ensure that the scope of transportation needs and long-range plans and programs for improvements are made known.

Provide the Commissioner, Assistant Commissioner, the Governor's staff, and officials at both the state and federal levels with information concerning long-range plans, improvement programs, and financial resources available to satisfy DOT needs so that the department can respond to inquiries from the general public, other elected officials, and transportation interest groups.

Act in the Assistant Commissioner's behalf in carrying out delegated administrative functions of the department relating to policy, planning and programming development, analysis and evaluation so that the department's reports to the federal government and other necessary departmental functions can proceed in an orderly manner.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of transportation planning methodology.

Considerable knowledge of transportation engineering technology.

Ability to:

Deal effectively with members of the public concerned about future departmental programs.

Manage the activities of several units and to see that they contribute fully to organizational objectives.

Communicate effectively both orally and in writing.

Est.: 11/76
Rev.: 11/79
Ckd.: 12/92

T.C.: 9/93, 10/93
Former Title(s): Transportation
Planning Office
Director,
Transportation
Planning Director