

TRANSPORTATION PROGRAM SUPERVISOR

KIND OF WORK

*Professional supervisory transportation program administration.

NATURE AND PURPOSE

Under administrative direction, supervises a professional transportation program of moderate size and complexity. Positions in this class are responsible for implementing program activities, achieving and monitoring program outcomes, and making program revisions when necessary.

The following factors differentiate this class from Transportation Program Supervisor Senior:

- Seniors supervise larger, more complex transportation programs;
- Seniors develop specific program policies and objectives; and
- Seniors develop program evaluation criteria and guidelines to measure program success.

This class is used with class options. Options currently associated with the Transportation Program Supervisor class include Performance Measurement (PRFMEA 0903), Motor Carrier Enforcement (MOCAEN 1271), and Motor Carrier Information (MOCAIN 1270).

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

Supervises Department of Transportation professional and technical employees in accord with collective bargaining agreements and ensures that program staff effectively performs assigned job duties. This is accomplished by: determining how work will be completed and by whom; determining content of position descriptions; assigning and reviewing work; recommending new hires; recommending rewards and disciplinary action; determining performance evaluation standards, providing guidance to staff and conducting performance evaluations.

Plans and develops program activities to effectively use fiscal and human resources. This is accomplished by recommending staffing plans and budgets to MnDOT management, aligning resources with program objectives and goals; setting priorities for staff and ensuring that operational procedures are developed and maintained.

*Professional positions require knowledge of the theoretical principles and practices of a specialized field of knowledge or academic discipline. This knowledge is typically acquired through an advanced course of study or equivalent work experience.

Evaluates program progress and performance to determine if objectives are being met. This is accomplished by: reviewing and comparing work reports against program standards; working cooperatively with clients to resolve service delivery problems; directing collection and analysis of program data to determine if program objectives are being met; retaining records and files as specified by regulations.

Based on a comprehensive understanding of all procedural and technical aspects of program activity, advises clients of services offered by the program. This is accomplished by explaining guidelines and program limitations defined in the laws and regulations; determining that services are consistent with program plans.

Coordinates service delivery with appropriate stakeholders by facilitating communication using focus groups and meetings, controlling expectations and providing written communications.

Represents the program at meetings with other governmental officials and clients.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The principles, practices and academic discipline related to the program area.

The laws, regulations and policies that regulate the program area.

Current publications and research pertaining to the program area.

Organization theory and supervision.

Available resources and agencies that support the program's mission.

Ability to:

Supervise and complete work through staff while maintaining a positive work environment and effective working relationships with staff.

Establish and maintain effective working relationships with clients, MnDOT employees and managers, consultants and the general public.

Analyze, evaluate and solve problems.

Communicate in writing and through speaking to individuals and groups.

Be innovative and present new ideas in an effective manner.

Effectively implement planned change while maintaining excellent service to clients.

Additional knowledge and experience used in Experience and Training ratings for this class/options:

Knowledge of:

Enforcement of commercial vehicle and motor carrier laws

Motor carrier enforcement

Performance measurement/performance management

Research/performance management issues

Research methodology

Business plans

Program evaluation

Est.: 7/20/99

Rev.:

Ckd.:

T.C.:

Former Title(s):