TRANSPORTATION DEPARTMENT ASSISTANT DIRECTOR

<table>
<thead>
<tr>
<th>CLASS NO.</th>
<th>PAY GRADE</th>
<th>SALARY RANGE</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>504</td>
<td>20</td>
<td>$57,532.80-$75,940.80</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

GENERAL DESCRIPTION

Performs advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan and goals and objectives; developing policies, procedures, and guidelines; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities or business functions; and reviewing budgets within departments or sections. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists with directing program activities and/or business functions within the department.

Assists with developing and implementing techniques for evaluating program activities and/or business functions within a department or division; and identifies need for changes.

Assists in developing and implementing goals and objectives consistent with the agency’s strategic plan.

Assists in developing and reviewing budgets and major expenditures; and ensures that requirements of funding sources are met.

Assists in developing policies, procedures, and guidelines; and implementing and monitors compliance.

Assists with grant writing and overall grant management.

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Represents the agency at business meetings, hearings, conferences, and seminars or on boards, panels, and committees.

Prepares management and productivity reports; reviews and approves documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.
May develop or assist with developing long-range and short-term plans.

Supervises the work of others.

Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES**

**EXPERIENCE AND EDUCATION**

Graduation from an accredited college or university preferred.

Experience in the administration, development, coordination, and monitoring of grants.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local, state, and federal laws and regulations relevant to the department; and of the principles and practices of public administration and management.

Skill in grant preparation, development, evaluation, and monitoring; in report writing, budget development and monitoring.

Ability to manage the department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.

**By signing below I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

_____________________________     _____________
Name         Date