

**CLASS TITLE:**

**ASSISTANT DIRECTOR FOR  
ADMINISTRATIVE SERVICES  
(DEPARTMENT OF TRANSPORTATION)**

**Class Code: 02550900**

**Pay Grade: 43**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation to be responsible for the development and implementation of a comprehensive administrative services program; to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that resources are utilized in conformance with state and federal laws, rules and regulations; to serve as Deputy Director in case of absence or incapacity; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and written reports for conformance to departmental objectives, laws, policies, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises, directs, coordinates and reviews the work of subordinate professional, technical and support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Transportation, to be responsible for the development and implementation of administrative services programs to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that resources are utilized in conformance with state and federal laws, rules and regulations.

To perform responsible administrative and supervisory work assisting the Director in planning, coordinating, implementing and controlling the department's various administrative support programs including: contract administration, external civil rights, Native American liaison, and liaison with the University of Rhode Island Transportation Center.

To serve as the Deputy Director in case of absence or incapacity.

To assist the Director in administrative details involving contacts with division heads, state officials or the public.

To assist the Director in the examination of plans, programs and services that will identify needs and resources and reduce duplication, inefficiencies and ineffectiveness.

To assist in the formulation and implementation of new proposals, programs and policies regarding state transportation programs and services.

To attend meetings and conferences involving federal, state and local officials, professionals and the public; as required, to represent the department at such meetings or conferences.

To be responsible for the administration, coordination and management of the department's contracts and specifications program.

To administer, coordinate and direct the work of a staff engaged in a comprehensive program designed to assure external civil rights compliance in all aspects of the department's federal programs.

To be responsible for the administration, coordination and planning of a comprehensive liaison program with Native American Tribal Governments.

To serve as departmental liaison with the University of Rhode Island Resource Center in the development of educational programs to support the state's intermodal transportation system.

As required, to assist in personnel administration and labor relations activities.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of public administration; a thorough knowledge of governmental planning, budgeting and evaluation processes and the ability to apply them in a system of administrative support services; a working knowledge of the principles, procedures and technology related to the development of management information systems; a working knowledge of, and the ability to apply, the basic principles and practices of contract administration in relation to the location, design and construction of roads and bridges; a working knowledge of the principles, practices, and techniques of civil rights programs and the ability to apply this knowledge to the problems of realizing equal opportunity in a state department's federal programs; a working knowledge of federal and state laws as they relate to equal opportunity; a working knowledge of capitol budgeting; a working knowledge of the policy development and management systems; extensive skills in writing and public speaking; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, governmental officials, and the public; the ability to coordinate the activities of a staff engaged in providing various administrative support services; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a bachelor's degree in public administration, business administration, or a related field and

Experience: Such as may have been gained through: extensive employment in a highly responsible administrative position involving various administrative support services such as civil rights, contract administration and compliance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 29, 2002

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