

**CLASS TITLE: DEPUTY DIRECTOR (DEPARTMENT OF TRANSPORTATION)**

**Class Code: 02550800**

**Pay Grade: 49A**

**EO Code: A**

**GENERAL STATEMENT OF DUTIES:** To be responsible for assisting the Director of Transportation; by providing overall assistance and support to the Director in the areas involved with the planning, coordination, and implementation of all departmental activities; to assume the responsibility for the overall administration of the department in the absence of the Director; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of Transportation with wide latitude for the exercise of authority, initiative and independent judgment in the formulation of policy and program procedures; work is subject to review through consultations and written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

**SUPERVISION EXERCISED:** Plans, assigns, coordinates, directs and reviews the work of an administrative, management, professional, technical and support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting the Director of Transportation by planning, coordination and implementation of all departmental activities.

To assume the responsibility for the overall administration of the department in the absence of the Director, and to provide overall assistance and support to the Director.

To review and oversee the operation of all divisions within the department and provide counsel and advice as problems arise.

To prepare in depth written reports on all areas of department operations with recommendations therein that will be useful in analysis and evaluation.

To attend conferences and meetings to relieve the Director of schedule restraints and make reports thereon.

To establish and maintain effective working relations with all intra-department administrators and insure their understanding and implementation of departmental policies and procedures.

To provide assistance in the preparation of the department budget with an end toward insuring efficiency and sound management of all resources.

To establish program objectives, goals, and priorities and determine operating policies and implementation methods, within the context of the overall Department policies and guidelines.

To direct the activities of an administrative, professional, technical and support staff in the implementation of the department's programs.

To advise staff in the resolution of sensitive, complex, or situations and to determine the appropriate course of action and monitors actions and responses.

To be responsible for the effective, economical and timely functioning of the day-to-day operation of various assigned administrative components within the department.

To assure conformance with all relevant laws, regulations, standards, practices, policies and procedures.

To represent the Director at various meetings or as designee to state/corporate Boards and to provide executive leadership in the development of departmental policies and objectives.

To inform agency Administrators of the Director's decisions and recommendations regarding programs and policies and to ascertain the actions taken in order to implement those decisions and recommendations.

To establish and maintain effective communications with the press, civic and labor organizations.  
To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in relieving a department head of administrative details in connection with planning, coordinating, directing and controlling a state department's functions and programs; the ability to make complex fact finding studies and prepare analyses and reports thereon involving departmental functions, operations, programs and policies for the use of department head in their evaluation of the effectiveness of such functions, operations, programs and policies; the ability to interpret programs, policies, directives and memoranda to departmental personnel and to serve as liaison between the department head and their subordinate staff on all administrative matters requiring decisions and/or courses of action by the department head in carrying out the department's functions and programs; the ability to assist and advise a department head in broad areas of departmental policy development, implementation and coordination; the ability to prepare agendas for various meetings and/or conferences when directed; the ability to review the department head's correspondence not requiring their immediate attention and to supervise the operational aspects of the office of the department head involving both routine and high level administrative matters; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing or a graduate degree in Public or Business Administration, Law, Community Planning or Engineering; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative position in the field of public administration; or considerable employment in senior executive capacity which had an impact on overall corporate or business activities.

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

Class Revised: June 7, 1998

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