



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### ADMINISTRATIVE OPERATIONS MANAGER II – TRANSPORTATION PLANNING

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager II-Transportation Planning	X58050	85	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose of Position**

Responsible for the direction, development and management of Transportation Planning Systems and Operations to ensure the execution, development and monitoring of multiple Federal-Aid Programs mandated by Congress.

#### **Nature of Work**

Direct and manage the Data Management Bureau in the maintenance of the Transportation Information Management System (TIMS), collection of traffic and vehicle classification data, collection of weigh-in-motion (WIM) and truck classification data, and processing and reporting of traffic and WIM data. Prepare statistical and other reports related to programs.

#### **Distinguishing Characteristics**

*Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Direct and manage the Transportation Information Management System (TIMS) Section in the continual updating and reporting of TIMS data.
- Coordinate (primary role) the Federally Mandated Program: Highway Performance Monitoring System (HPMS)
- Direct and manage the Traffic Data Reporting Section to produce and provide mandated preliminary and final traffic volume and ESAL estimates, intersection turning movements and annual traffic survey.
- Direct and manage the Traffic Data Collection Section to accurately collect and provide traffic counts, and vehicle classifications.
- Direct and manage the Weigh in Motion (WIM) Section to accurately collect and provide heavy commercial truck weights and classifications to meet Department mandates and comply with US 550 Warranty contract needs
- Participate in statewide planning, implementation and evaluation of programs within Data Management Bureau.
- Assist in preparation of budgets.
- Prepare statistical and other reports related to programs.
- Perform related work as required.

#### **General Characteristics**

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Administrative/Operations Manager II – Transportation

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Planning.

**Scope of Responsibility – Significant.** Assigned objectives are broadly defined by statute, grant, agency mission, etc. **Requires defining objectives, scope, and policies. Managing objectives generally requires considerable experience and seasoning in the assigned areas. Coordinates operations utilizing administrative concepts to organize sub-functions to meet the goals and objectives of the agency.**

**Types of employees managed** – Administration/Operations Manager II is assigned **significant** staffing resources of low-level managers, advanced technical, and professional employees.

**Financial accountability** - Objective managed has **significant** relative impact on the mission of the total organization.

**Strategic planning/decision challenge** - Solves problems through analysis and evaluation of the facts. Distinguishes issues and circumstances that make each case distinct, then formulates alternative solutions, taking into account the relative benefits and consequences that must be considered. Develops program goals, objectives and organizational plans for the efficient delivery of services. Facilitates local level advisory group. Provides direction to the group in order to improve the delivery of good and services to citizens, customers, and clients.

### Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

**Statutory Requirements:** If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

**Conditions of Employment:** Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted.

**Default FLSA Status:** *Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

**Bargaining Unit:** Not Represented

**Established:** 10/12/2012

**Revised:**

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*