

Code: 2349

Title: *TRANSPORTATION SPECIAL PROGRAMS MANAGER*

SUMMARY: Administers and directs legal and intergovernmental affairs and completes special studies for the Transportation Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Coordinates development of the department's annual legislative agenda;
Drafts legislation for submission to the Arizona Legislature and U.S. Congress;
Coordinates and drafts Intergovernmental Agreements (IGA) between the department and other units of government;
Analyzes the impact of new or proposed federal, state and local laws or regulations on departmental activities and makes appropriate recommendations to the director;
Manages and coordinates the Department's participation with federal, state and local agencies and private organizations in developing and pursuing legislation;
Resolves or makes recommendations concerning complex legal issues identified by assigned staff;
Identifies potential exposure to liability and takes appropriate action to minimize involvement in lawsuits;
Conducts special analyses and studies on departmental concerns such as bond referenda, legislation and Federal or State funding and writes reports;
Coordinates preparation and submission of grant proposals for selected projects;
Develops and recommends departmental policies and procedures arising from intergovernmental or legal affairs considerations.

KNOWLEDGE & SKILLS:

Knowledge of:

- legislative process and public administration theory and practice;
- federal, state and local laws and programs pertaining to intergovernmental relations, activities and funding;
- requirements and format for writing IGA(s) and drafting legislation;
- research methods and analysis techniques;
- department's operations and short-term and long-range goals and objectives.

Skill in:

- coordinating IGA(s) and other activities between federal, state and local governments;
- analyzing the impact of new or proposed laws on departmental activities and conducting special analyses and studies;
- monitoring the status of proposed legislation;
- communicating effectively, both orally and in writing;
- writing analyses and reports and drafting legislation;
- establishing and maintaining effective working relationships with others;
- supervising and evaluating the work of assigned staff.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university with a major in public administration, business administration, management or a closely related field as defined by the

appointing authority and five years of administrative or management experience in government or working with government.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver's license at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

