

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Transportation Assistant Director

**SERIES NO.:**  
6122

**MAJOR AGENCIES:**  
Transportation only

**EFFECTIVE DATE:**

**SERIES PURPOSE:**

The purpose of the transportation assistant director occupation is to assist in defining agency goals & objectives, develop policies & procedures, direct major components of agency operations & assume full responsibility for agency in absence of director of Ohio Department of Transportation.

**CLASS TITLE:**

Transportation Assistant Director

**CLASS NUMBER:**

61221

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires thorough knowledge of management in order to act as assistant director & chief engineer for Ohio Department of Transportation, formulate & implement policies & program direction for all highway divisions, monitor districts & divisions performance & assume full responsibility in absence of director.

<b>CLASS TITLE:</b> Transportation Assistant Director	<b>CLASS NUMBER:</b> 61221	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
01/05/1997

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as assistant director & chief engineer for Ohio Department of Transportation, formulates & implements overall policies & program direction for all highway divisions (e.g., Divisions of Executive Management, Design, Operations, Construction, Information Resources Management & Services, Real Estate Administration, Office of Transportation Planning, Office of Transportation Corridor Management) & 12 geographic districts, reviews & approves goals & objectives proposed by district & division directors to ensure goals are consistent with department mission, monitors district & division performance through use of executive level management techniques (e.g., reviews & evaluates information derived from various management systems which depict productivity, trends & measure progress towards goals; meets with staff for progress updates; reviews periodic reports submitted by deputy directors; provides feedback to staff regarding performance).

Acts for director of Ohio Department of Transportation in all departmental affairs involving transportation issues.

Coordinates transportation activities with local, regional & federal planning agencies & authorities to include making final recommendations to contract with such authorities; oversees evaluation of existing plans for highways; oversees review of construction specifications & design standards for highway construction & maintenance ensuring full utilization of funds available under federal programs.

Represents Ohio Department of Transportation at American Association of State Highway Transportation Officials; represents department as member of Ohio delegations to U.S. Congress to achieve goals of State of Ohio.

Testifies before the Ohio General Assembly regarding legislation effecting transportation issues.

Serves as chair of Consultant Review Committee, & Purchase Award Committee.

Serves as director of Department of Transportation in absence of director.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**  
N.A.

**UNUSUAL WORKING CONDITIONS:**  
N.A.