Job Title: SYSTEMS MANAGER ADMINISTRATOR - 55002275
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
JOB POSTING DESCRIPTION
931 / SYSTEMS PLANNING OFFICE
OPEN COMPETITIVE
PENDING CLASSIFICATION UPDATE / CAREER SERVICE

CONTACT PERSON: Anita Thomas
CONTACT PHONE NUMBER: (850) 414-4934

SPECIAL REQUIREMENTS: You may be required to provide your Social Security Number to conduct required verifications. Male applicants born on or after October 1, 1962 will not be eligible for hire or promotion in the Career Service, or appointment in the Selected Exempt Service (SES) or Senior Management Service (SMS) unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS.

THE FLORIDA DEPARTMENT OF TRANSPORTATION VALUES AND SUPPORTS EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES. QUALIFIED INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
In accordance with Section 110.112, Florida Statutes, and the Florida Department of Transportation’s Individuals with Disabilities Affirmative Action Plan, the agency is committed to ensuring affirmative action and equal employment opportunity for qualified individuals with disabilities. Upon request and as appropriate, reasonable accommodations to qualified individuals with disabilities may be provided. Interested persons should contact the Florida Department of Transportation’s Equal Opportunity Office located at 605 Suwannee Street, Tallahassee, Florida 32399 or call (850) 414-4747 for assistance.

POSITION DESCRIPTION: Supervises employees spending majority of the time communicating with, motivating, training, and evaluating employees, and planning and directing employees work. Provides management expertise to direct the Systems Management Section. Supports the department’s mission through the management of planning staff engaged in the development of products and the provision of services to support successful implementation of Florida’s Strategic Intermodal System (SIS) and related activities. Responsible for coordination with department systems operations areas including traffic operations and Intelligent Transportation Systems (ITS) activities.

Supervises and manages available resources to ensure the successful implementation of assigned statewide programs such as corridor planning, access management, interchange access, planning related design issues (design speed, standards, training, etc.), highway capacity/level of service, multi modal mobility review, and site impact analysis consistent with department policies, plans, procedures and guidelines.

Administers, directs and supervises personnel and the work of the section to ensure that all responsibilities are being provided consistently, effectively and efficiently, and within Florida Department of Transportation (FDOT) and other governmental administrative rules, procedures and working methodologies.

Develops transportation planning handbooks, manuals and guidelines, and provide specialized technical expertise and training to FDOT districts, urban offices, and Florida’s metropolitan planning organizations. Supervise development, research, maintenance, dissemination and training of tools and techniques utilized in transportation systems analysis.

Administers and evaluates consultant work efforts to ensure that such work is performed and accomplished within overall department and office guidelines, proper technical techniques are utilized, and quality products are produced by these efforts.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of transportation planning, corridor planning, and travel demand forecasting. Knowledge of highway design and engineering principles. Knowledge of the management and decision-making structure and processes of the Department. Skills in highway capacity and planning level traffic studies. Ability to collaborate with District staff to accomplish complex statewide planning activities. Ability to hire, train, organize and direct a professional technical staff. Ability to communicate complex concepts internally and externally to partners and stakeholders.

REQUIRED LICENSURE/REGISTRATION/CERTIFICATION: Professional Engineer in accordance with Chapter 471, Florida Statutes.

MINIMUM QUALIFICATIONS: Registration as a Professional Engineer in accordance with Florida Statute 471 and five years of experience in the field of transportation planning or engineering.

THE FLORIDA DEPARTMENT OF TRANSPORTATION VALUES THE SERVICE VETERANS AND THEIR FAMILY MEMBERS HAVE GIVEN TO OUR COUNTRY AND SUPPORTS THE HIRING OF RETURNING SERVICE MEMBERS AND MILITARY SPOUSES.
If you are a preference-eligible applicant who receives notice of a hiring decision and believe that you were not afforded employment preference in accordance with applicable Florida law and regulation, you may file a written complaint within 60 calendar days from the date you receive the notice, requesting an investigation to the Florida Department of Veterans’ Affairs, Division of Benefits and Assistance, 9500 Bay Pines Boulevard, Room 214, St. Petersburg, Florida 33708.