

**CLASSIFICATION:** HIGHWAY SAFETY PROGRAM MANAGER

**Class Code:** 5090-27

**Date Established:** 06-23-72

**Occupational Code:** 7-5-3

**Date of Last Revision:** 7-11-14

**Exempt Status:** Exempt

**BASIC PURPOSE:** To develop, implement and revise state highway safety plans and programs geared towards reducing fatalities, injuries and property damage resulting from traffic accidents.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Develops annual Highway Safety Plan which includes the state's yearly and long-range programs; prepares written evaluation of preceding year's plan.
- Develops and monitors the Highway Safety Agency budget.
- Represents the Highway Safety Agency at public and private meetings.
- Develops programs and project procedures for dissemination to state agencies and local city and town officials.
- Interprets federal and state regulations for agencies and the public, and explains qualification process to obtain state highway safety funding.
- Prepares news releases concerning the various programs being utilized within the state.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree from a recognized college or university with major study in safety, management, administration, economics, law enforcement, political science or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Seven years' experience in a public or private agency concerned with highway safety, highway transportation enforcement or a related field. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Possession of valid New Hampshire driver's license.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of modern principles, methods and techniques of administrative management. Considerable knowledge of laws and regulations governing traffic safety. Working knowledge of New Hampshire motor vehicle laws and regulations. Considerable ability to develop and stimulate solutions for reducing losses resulting from highway traffic accidents. Ability to prepare and supervise the preparation of budgetary and programmatic documents. Ability to interpret and apply state and federal policies and regulations. Ability to survey, analyze and compile relevant factors and statistical information affecting highway safety. Ability to effectively communicate in oral and written form. Ability to establish and maintain effective working relationships with federal, state and local authorities and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.