IDAHO TRANSPORTATION DEPARTMENT

ANNOUNCES RECRUITMENT FOR

# ITD logoidseal2DEPARTMENT DIRECTOR

Salary Range: $108,576 - $186,389 annually (D.O.E.)

Competitive Benefit Package – EEO/AA Employer

CLOSING DATE: AUGUST 17, 2009

***Special Notification***

This position is exempt from state classified service and the rules of the Idaho Division of Human Resources. The State of Idaho encourages applications from individuals who qualify with or without reasonable accommodation.

* ***The Position:*** The Director reports to the Idaho Transportation Board and is responsible for planning, organizing, and directing the activities of a department of more than 1,800 employees with an annual operating and construction budget of approximately 500 million dollars. The Director has administrative authority for the transportation system for the State of Idaho, which includes maintenance and construction of approximately 12,000 highway lane miles, developing state and local airports, current and future statewide transportation planning, public transportation, statewide administration of driver licensing and motor vehicle registration, transportation related tax collections and distributions, and facilitating promulgation of rules and regulations.
* ***Principal Responsibilities:*** The Director is responsible for formulating and accomplishing objectives and goals of the department; makes recommendations to the Idaho Transportation Board on major policy, organization, programs, and operations of the Department; directs preparation of the department budget and allocates funds; acts as department spokesperson with the Legislature, regional councils of government, and regional and national transportation organizations; works in close cooperation with other state and local officials to further the objectives of the department.
* ***Duties and Authority:*** The Director is the technical and administrative officer of the Idaho Transportation Board and under the Board’s direction, has general management and control of all activities, functions, and employees of the department.
* ***Knowledge and Abilities:*** Applicants must have a minimum of five years of senior executive level management experience which included managing senior leaders, strategic thinking and planning, leading change, leading people and building coalitions; the ability to develop intergovernmental relationships through building strong relationships and credibility; and excellent communication and presentation skills to communicate and influence.

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| **TO APPLY:** Submit **as e-mail attachments**, a cover letter, three references, and your résumé. Please describe  1) Reason for interest in this position, how your background prepares you to effectively perform “the position” (as described above); and 2) how you have successfully applied the competencies listed as selection criteria on page 2. |

**Please submit the above documents via e-mail to: mary.harker@itd.idaho.gov**

**For questions call:**

**Mary Harker, Human Resource Manager**

**(208) 334-8010**

**Visit our website at** [**www.itd.idaho.gov**](http://www.itd.idaho.gov)

**Applications must be received in the Idaho Transportation Department’s Human Resources Office by August 17, 2009**

**SELECTION CRITERIA:**

# DIRECTOR ~ Idaho Transportation Department

*The selection criteria for the Director of the Idaho Transportation Department position are outlined below. Applicants must possess these competencies to be considered for an interview.*

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| **STRATEGIC THINKING (LEADING CHANGE)** | Continually scan the environment and engage in strategic thinking to develop a compelling strategy for the organization, align plans and policies to support and promote mission, vision. The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent in this is the ability to establish an organizational vision and to implement it in a continuously changing environment. |
| **LEADING PEOPLE** | The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent in this is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. |
| **ACHIEVING RESULTS** | The ability to meet organizational goals and customer expectations. Inherent in this is the ability to communicate effectively orally and in writing, make decisions that produce high-quality results by applying technical knowledge, analyze problems, and calculate risks. |
| **BUSINESS ACUMEN** | The ability to manage human, financial, and information resources strategically. Monitor expenditures and use cost-benefit thinking to set priorities. Build and manage workforce based on organizational goals, budget considerations, and staffing needs. Make effective use of technology to achieve results. |
| **POLITICAL ACUMEN AND BUILDING COALITIONS** | The ability to identify internal and external politics that impact the work of the organization, approach each situation with clear perception of organizational and political reality, recognize the impact of alternative courses of action. Perceives organizational and political reality and acts accordingly. Inherent in this is the need to have excellent verbal communication skills to negotiate, influence, and solve problems and to possess strong presentation skills. |

**What you need to provide:**

* Responses that demonstrate abilities and experience in each area above
* Résumé
* References (3)

**Interview and selection will be made by the Idaho Transportation Board**