

Minimum Qualification Specifications  
for the Class:

HIGHWAY SAFETY MANAGER

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must possess experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Two (2) years of experience involving the evaluation, planning, development, coordination, implementation and monitoring of varied statewide highway safety projects and activities; the preparation or evaluation of rules and regulations and legislative bills related to highway safety; and the promotion of highway safety. Such work must clearly demonstrate that the applicant possesses knowledge of highway safety laws, standards, rules and regulations; jurisdictions and functions of various governmental agencies and citizen support groups involved in highway safety; trends and developments in highway safety; and highway safety program operational requirements. The work must also demonstrate the ability to assess and evaluate facts and come to sound conclusions; express ideas clearly, orally and in writing; and maintain an effective working relations with representatives of Federal, State and County agencies and public interest groups involved in highway safety.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments

