

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Transit Section Supervisor Position Number: 05037 Location: Helena

Department: Transportation Division and Bureau: Statewide Planning & Modal

Operations Section and Unit: Transit Section

Job Overview: This position serves as the Transit Section Supervisor within the Transit and Safety Bureau. The position is responsible for the ongoing development and administration of multiple grant programs, including diverse objectives and requirements of discretionary grants, Capital Assistance for the Elderly and Persons with Disabilities (5310), Financial Assistance for Rural General Public (5311), Transportation Assistance for Disabled and Elderly (TransADE), Rural Transit Assistance Program (RTAP), and others. Coordinates and oversees the implementation of individual programs to ensure consistency and conformance with applicable standards and requirements. The position reports to the Bureau Chief and directly supervises 4 employees.

Essential Functions (Major Duties or Responsibilities):

Program Development and Administration 55%

- Directs and oversees the development and delivery of transportation planning programs and special projects through the Transit Section. Develops short and long-term plans, objectives, and systems to ensure effective integration of multiple program functions and objectives. Ensures compliance with State and federal laws and regulations, funding requirements, and statewide and community transportation needs.
- Develops and recommends transit program policies, procedures, and specifications that comply with State and federal requirements. Assesses changes in national standards, transportation development trends, grant administration requirements, new methods and technologies, and other factors to develop new approaches to policy and program issues.
- Coordinates and oversees the development of new transit programs, including strategic plans, objectives, resource allocations, and operating parameters to meet the unique transit needs of local communities while satisfying State and federal funding requirements and program objectives.
- Provides expert guidance and consultation to local/tribal government officials, community organizations, grant applicants, and others in the development of proposals for State and federal funding. Coordinates with partners to analyze and interpret eligibility criteria, funding objectives, administrative requirements, and other parameters; identify unique transit needs

within communities; and develops innovative approaches to meeting community transit needs and funding objectives.

- Guides and coordinates the evaluation and selection of consultants to develop plans and studies that reflect the best interests of local communities, funding authorities, and the State. Develop and establish solicitation processes, evaluation procedures, and selection criteria; providing guidance and recommendations to designated selection committees; and coordinating final offers or project modifications.
- Analyzes and evaluates State and federal laws and regulations pertaining to Montana's transit programs to develop a State Management Plan that defines, promotes, and enforces compliance of State and federally funded programs. Provides ongoing monitoring, guidance, and consultation to Division managers and staff, program partners and operators, local communities, and others on compliance issues and corrective actions. Coordinates with State and federal agencies as necessary to identify and resolve concerns and deficiencies.
- Directs and coordinates original research projects in response to specialized requests from the Legislature, Montana Transportation Commission, Director, Administrators, and others. Requires critical analyzation of requests, establishing technical/scientific research methodologies, defining research processes and model outcomes, validating results, and developing defensible conclusions and recommendations on a diversity of transportation planning issues.
- Coordinates with MDT and/or consultant Information Systems Specialists to implement improved program management, tracking, and reporting systems.
- Maintains liaisons with the Federal Transit Administration (FTA); Montana Transit Association (MTA); other MDT bureaus and divisions; program partners and operators; local community officials; and State, local, and tribal agencies to ensure effective communication and coordination among multiple interests.

Program Implementation 30%

- Coordinates and oversees the implementation of discretionary grant programs to provide capital assistance for bus and bus-related equipment and construction projects.
- Coordinates and oversees the implementation of the Capital Assistance for the Elderly and Persons with Disabilities (5310) grant program to provide transportation services that meet the special needs of elderly persons and persons with disabilities.
- Coordinates and oversees the implementation of the Financial Assistance for Rural General Public (5311) grant program to provide capital for new transit systems/vehicles as well as operating support for existing systems/vehicles in communities of less than 50,000 people.
- Coordinates and oversees the implementation of Montana's Transportation Assistance for Disabled and Elderly (TransADE) grant program to support the continued operation of transit systems/vehicles and promote a strong, coordinated transit system in local communities.
- Coordinates and oversees the implementation of the Rural Transit Assistance Program (RTAP) to support non-urbanized transit activities in four categories: training, technical assistance, research, and related support services.
- Ensure cost- effective expenditures as well as compliance with State and federal requirements by researching and monitoring transportation planning and grant administration practices and standards. Develop policies and procedures to implement the most efficient strategies and practices.

- Provides information for the preparation of biennial budgets. Provide a forecast of annual expenditures based on factors such as historical expenses, proposed initiatives and ongoing activities, types of planned projects, inflation, changes in grant or contract requirements and procedures, and other factors. Develops recommendations for allocations for annual fiscal operational plans and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
- Monitors program expenditures to ensure that money is allocated as designated and tracks funding levels through review of financial reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. for the Section to ensure budgets are not exceeded and Department resources are used in the most efficient manner possible.
- Determines and fulfills equipment procurement needs of the Section including responsibility for developing specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into Section practices to ensure maximization of resources.

Staff Supervision 10%

- Establish and assign work plans, priorities, and procedures. Monitors progress and conduct performance reviews.
- Establish objective, measurable, and observable performance standards for section staff. Monitors and manages the performance of all positions directly supervised and complete performance appraisals. Implement and monitor corrective actions including discipline and recommendations for termination.
- Ensure staff comply with State and department personnel rules, regulations, and policies.
- Resolve staff grievances at the lowest level possible.
- Coordinate or provide training for subordinates by assessing staff input and interests, professional development needs and budget limitations, developing or arranging training to meet those needs. Ensure the efficient implementation of training programs. Assess the effectiveness of training activities and modify programs as appropriate.

Other Duties 5%

Perform a variety of other duties and activities as assigned by the Bureau Chief and Operations Manager in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 4.0 FTE

The position number for each supervised employee is: 05032, 26064, 05038, 13011

Physical and Environmental Demands:

- Works in a typical office environment.
- Travel within the state to project locations.
- Out of state travel by airline to national conferences and meetings.

Knowledge, Skills and Abilities (Behaviors):

This position requires extensive knowledge of transportation planning; finance; public administration; program management, budgeting, and strategic planning principles; and State and federal laws and regulations pertaining to Division programs and operations (e.g., Titles 23 and 49 USC, Title 60 MCA, MEPA/NEPA requirements, etc.). This position also requires specialized knowledge of federal-aid transportation programs, eligibilities, and reimbursement; organizational functions, operations, and relationships within MDT; and local and tribal government operations.

This position requires skills in budgeting, program management, project implementation, and administering a variety of project objectives and requirements; written and verbal communication, facilitation, and negotiation; and synthesizing complex information in the development and evaluation of original theories and solutions.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Transportation Planning, Economics, Finance, Management and Development, Public Administration, Business Administration or a related field.

This position requires a minimum of 4 years of experience in planning, program analysis, research, impact assessment, mitigation, or a related field. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

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| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Transportation Planner Supervisor

Job Code Number: E3901M

- ☐ FLSA Exempt
- ☒ FLSA Non-Exempt
- ☒ Telework Available
- ☐ Telework Not Available
- ☐ Classification Complete
- ☐ Organizational Chart attached

Human Resources:

Signature

Title

Date