

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: FHWA Funds Management Section Supervisor

Position Number: 13007

Location: Helena

Department: Transportation

Division and Bureau: Fiscal Services / Appropriations Management Bureau

Section and Unit: FHWA Funds Management Section

Job Overview:

This position is the Fiscal Service's Division liaison with FHWA on matters related to multi-modal federal-aid programming activities and the funding of federal-aid projects. Responsible for innovative or developmental applications of professional fiscal management and transportation planning principles and practices related to the development, implementation and administration of the Department's Federal Aid Highway Program. Analyzes and interprets transportation funding legislation, Federal regulations, State statutes, Legislative mandates and Department directives to identify/resolve conflicting issues, formulate operating assumptions, establish project/program eligibility criteria, provide guidance to Department personnel on federal funding and project delivery and implement new, innovative financing theories/techniques. This position reports to the Appropriations Management Bureau Chief and supervises 3 employees.

Essential Functions (Major Duties or Responsibilities):

Program Administration 50%

- Directs, plans and oversees the full delivery and obligation of the Federal Aid Highway Program. Develops short and long-term plans, objectives and solutions to ensure effective delivery of multiple project deadlines, compliance with diverse and, at times, ambiguous state and federal regulations and responsiveness to agency priorities, timelines and requirements. Ensures that MDT projects are appropriately established in department and federal systems and funds are obligated to them in accordance with MDT and FHWA policies and procedures.

- Ensures compliance with numerous and varied Federal Transportation funding legislation, rules and regulations, MDT policies and State statutes. Monitors funding sources and advises managers within other Divisions on fiscal strategies and systems for optimizing funding to support program/project goals.
- Researches, monitors and evaluates new and changing state and federal laws and regulations to determine actual and potential impact to on-going and future projects. Prepares reports, advises and makes recommendations to Bureau Chief, Division Administrators, Program managers and other MDT executives regarding the integration and impact of new requirements. Provides direction to other Divisions on a project's eligibility based on the highway bill the federal funding was appropriated under.
- Develops diverse and complex fiscal management strategies to ensure effective, efficient and responsive fiscal administration systems, procedures and practices.
- Develops and implements solutions and procedures to ensure compliance with FHWA's regulations and the effective management of the federal-aid program.
- Develops, directs, and oversees quality assurance procedures for fiscal data verifying the integrity of records, calculations, analyses and conclusions.
- Actively participates in the development of business cases for system solutions that impact the federal-aid program. Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to the federal-aid program.

Fiscal Planning & Development Duties 30%

- Develops and establishes policies, procedures, and guidelines for the development of the Tentative Construction Plan (TCP) to ensure consistency with FHWA instructions, Department policies, fiscal and accounting standards and agency needs. Monitors TCP development activities with Department personnel to provide guidance and consultation, ensure consistency and promote efficient development and review processes.
- Manages fiscal activities throughout the Federal Fiscal Year and TCP cycles to identify and anticipate discrepancies, deviations, risks and opportunities based on critical analyses and conclusions. Directs or coordinates analyses, research projects, system development and implementation of fiscal management strategies.
- Analyzes and evaluates federal funding legislation, federal regulations, State statutes, legislative mandates, Department directives and related FHWA notices to develop and implement federal funding plans, identify/resolve conflicting issues in order to formulate operating assumptions, establish project/program eligibility criteria and validate testing of systems.

Staff Supervision 20%

- Directly manages professional staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Conducts staff meetings, disseminates data and promotes information exchange for support and advancement of Division, Bureau and Section goals.
- Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section.
- Determines training needs of section staff and prepares, presents or coordinates training through personnel specialists to ensure that modern technologies and operational strategies are available.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions. Enforces disciplinary policies to ensure consistency in application of disciplinary actions.
- Ensures that Section staff complies with State and Departmental personnel rules, regulations and policies. Resolves grievances at the lowest level whenever possible.

Supervision

The number of employees supervised is: 3

The position number for each supervised employee is: 13008, 33218, 81110

Physical and Environmental Demands:

- Works in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Develops and establishes professional working relationships with other Department staff, FHWA and other State DOTs. The position requires the ability to apply expert, comprehensive, advanced knowledge of the theory, principles, practices and techniques of fiscal management.
- Preferred: Knowledge of the Federal-aid Transportation Program including its structure, regulations, eligibilities, inter-governmental relationships, administrative practices, budgetary cycles and practices, funding formulas, relationships between Titles 23 and 49 United States Code, Title 23 of the Code of Federal Regulations, Title 60 Montana Code Annotated and Transportation Commission and Department Policy.
- Advanced skill in effective written and verbal communications, problem solving, negotiation and facilitation.

- Ability to develop systems and policies, interpret laws and regulations and design and conduct advanced research and analyses.
- Advanced skill in analyzing, resolving and synthesizing complex, abstract and often unrelated or conflicting financial and planning information in order to conceptualize and implement new innovative theories.
- Possess the ability to function in a computerized work environment in order to utilize project tracking systems and direct the development and implementation of comprehensive forecasting models.

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 Business or a related field.

This position requires a minimum of 4 years of experience in 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:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input checked="" 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: Program Supervisor

Job Code Number: B1J01M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date