

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: Planning & Modal Transportation Bureau Chief

Position Number: 26901

Location: Helena

Department: Transportation

Division and Bureau: Statewide Planning and Model Operations / Planning & Modal

Transportation Bureau

Section and Unit: n/a

Job Overview: This position is responsible for the strategic development and administration of diverse programs within the Bureau's Statewide Planning section, the Modal Systems, Publications and Modeling section, and the Transit section. Responsible for developing and administering Bureau plans, policies, and procedures to ensure consistency with State and federal regulations, professional standards, and Department requirements. This position reports to the Operations Manager and directly manages 4 employees and indirectly manages 21 employees within the Bureau.

Essential Functions (Major Duties or Responsibilities):

Program Management and Administration – 50%

- Develops plan and program objectives to ensure that the Bureau's Air Quality, Statewide & Metropolitan Planning, Rail, and Freight programs remain current with federal and other national standards and develops effective implementation plans for new methods, technologies, and standards.
- Develops and establishes Bureau policies and procedures to ensure that program operations and services are efficient and effective in meeting performance goals.
- Directs the activities related to development and delivery of statewide, urban area, corridor, rail, highway, freight, air quality, bicycle/pedestrian, rest area, safety, tourism and other transportation planning in response to continually changing needs, best practices, legislative mandates, and management directives.
- Analyzes and evaluates current business processes, methodologies, and policies and evaluates new technologies, changing multimodal transportation planning needs, and reporting requirements to determine the need for new methods or the revision of existing practices.

- Develop and oversees special transportation planning studies to address legislative inquiries, Transportation Commission issues, and administrative requests.
- Directs subordinate managers and staff with guidance on project goals, monitors progress, reviews preliminary results, suggests revisions, and presents and defends results to MDT management, elected and appointed officials, stakeholders, and the public.
- Represents the Bureau, Division, and Department at public meetings, national and regional conferences, meetings with other State and Federal agencies, Transportation Commission, interagency and local committees, stakeholder organizations, and constituents to discuss multimodal policy issues.

Program Implementation and Oversight – 25%

- Manages the development and delivery of transportation planning projects and related products in response to continually changing needs, legislative mandates, management directives, Department objectives, new methods and technologies, and other developments.
- Direct and oversee the ongoing implementation of the Urban Highway Program, MACI program, Freight Program, MERL Program, and Local Government Road Construction and Maintenance Match Program.
- Reviews and evaluates work plans and activities to identify process efficiencies, resource sharing opportunities, new technological or procedural applications, and other enhancements to maximize Bureau resources.
- Directs and oversees development and implementation of Montana’s long-range transportation policy plan including public surveys and publications such as Newline, MDT Fact Book, and Public Involvement Plan.
- Oversees the development, implementation, and compliance of the Bureau’s Transit Program, ensuring alignment with federal and state regulations.
- Directs the activities of transit-related planning and grant administration, including coordination with local governments and transit agencies.
- Ensures the Bureau’s transit-related grant programs meet federal compliance standards and reporting requirements.
- Advises MDT leadership, the Legislature, and stakeholders on public transportation issues, funding opportunities, and policy development.
- Represents the Bureau and Department at meetings and conferences related to modal transportation.

Bureau Administration – 15%

- Establish goals, objectives and priorities for the Bureau.
- Monitors compliance with operational policies and procedures and achievement of goals through consultation and meetings with program managers and staff.
- Ensures program compliance with Federal, State, and Agency laws, regulations, and policies.

- Monitors Bureau budgets and performance indicators to ensure program efficiency.
- Administers contracted services to ensure quality, compliance, and cost-effectiveness.

Staff Management – 10%

- Manages professional and technical staff of the Bureau by reviewing and revising overall program work plans, priorities, and procedures, and monitoring productivity.
- Ensures that Bureau staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

Supervision

The number of employees supervised is: 4

The position number for each supervised employee is: 26046, 26006, 05037, 26057

Physical and Environmental Demands:

- This position 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):

- Requires extensive knowledge of the theories, methods and techniques of transportation planning and program administration.
- Knowledge of public involvement laws and methodologies; the relationship between transportation and the social, economic, land use, visual, aesthetic and environmental aspects in Montana; federal transportation program structure, funding distribution, and legislative process; the basic principles of highway engineering and non-highway and alternative modes of transportation; the Montana Environmental Policy; and the National Environmental Policy Acts.
- Skills in project planning and management; and grant and contract administration.
- Requires skills in budgeting, program management, developing specialized research methods and analytical processes.
- Skills in developing and administering a variety of projects and functions.
- Ability to plan, organize, and direct policy and program analysis activities.
- Skills in applying analysis and judgment to arrive at solutions to difficult problems.
- Ability to communicate, facilitate, and negotiate with broad audiences.

- Ability to establish and maintain effective working relationships with department personnel, other state agencies and the public; and promoting consensus and cooperation among multiple and often competing interests and objectives.
- Ability to synthesize complex information in the development and application of professional theories and innovative 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, Public Administration, Business, or a related field.

This position requires a minimum of 5 years of experience in planning, business management, program management and administration, or a related field. This position requires a minimum of 3 years of supervision.

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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| ☐ Fingerprint check | ☒ Valid driver's license |
| ☐ Background check | ☐ 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: Business Manager

Job Code Number: A3101B

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