

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: Research Project Manager

Position Number: 40068

Location: Helena

Department: Transportation

Division and Bureau: Engineering, Engineering Operations

Section and Unit: Research

Job Overview:

This position serves as a Project Manager for multiple concurrent research projects, that are diverse and complex in nature and intended to enhance the operations and activities of the department. Project management involves planning, coordinating, conducting, and managing research. This position identifies, recommends, and/or responds to research needs, leads development plans for research project designs, and presents findings and recommendations that advance programs and add value. This position will lead, mentor, and coordinate MDT Technical Panels, assist in selecting consultants, negotiate and administer contracts, oversee and advise consultants' work, assess project risk, and work with researchers and MDT staff to ensure that MDT requirements are met. The position reports to the Research Section manager.

Essential Functions (Major Duties or Responsibilities):

Project Management, Development, Planning - 60%

Manage multiple concurrent cross-division research projects, acting as primary contact for all coordination, documentation, and implementation. Identify, recommend and/or respond to research needs for the department. Manage, coordinate, and document all research activities, including contracted services for research.

- Responsible for all aspects of a research project through the entire life cycle of the project. Includes project initiation, planning, execution, control, and closing.

- Develop research ideas by coaching and leading MDT technical staff to create research ideas that are useful to MDT and have useable implementation products.
- Develop business cases with stakeholders.
- Track project progress within agreement with the research problem statement and coach and advise technical panel members in developing implementation steps and progress toward usable end products.
- Manage consultants hired to provide transportation research on a variety of complex and varied research projects. Ensure the proper flow of accurate information and increased involvement and cooperation. Lead and participate in research team meetings to assess MDT Technical Panel and consultants' responsiveness and work efforts.
- Work with multidisciplinary teams of consultants, research teams, and all other applicable stakeholders to analyze research progress and reconcile differences to determine optimum project results.
- Uses communication, management skills, and project management tools to communicate project priorities to the consultants, research teams, and MDT technical panel.
- Develop meeting agendas, facilitate meetings, provide guidance, resolve issues, provide updates, and hold consultants accountable for project status.

Contract Development and Administration - 30%

Develop, manage, and coordinate contracted research activities for the department. Provide oversight of consultants to ensure contracted deliverables and requirements are met.

- Develop and implement contracts to ensure that qualified consultants are selected and to provide cost-effective and timely project documentation which meets state and federal standards.
- Coordinate with various sections, bureaus, and divisions within MDT and staff in other agencies create and develop diverse technical panels that oversee research direction and final products.
- Develop legal and concise formal RFPs ensuring that all project deliverables, services terms, requirements, and standard legal language are included. Develop timeframes for proposal and selection processes that meet agency demands and comply with project, legal and administrative requirements (including Civil Rights and vendor preference laws and requirements). Direct the evaluation of proposals by MDT Technical Panels. Provide professional advice and direction in the interpretation and evaluation of selection criteria and consultant responses. Ensure all consultants are judged on the same criteria.
- Negotiate scope of work, schedule, and budget with consultants to Research project services. Negotiate terms within general project parameters and achieve consensus between consultants and MDT on revised terms.
- Prepare consultant agreements and amendments to ensure accurate and legal documentation of project requirements. Review all requirements for the project to ensure they are included, ensure the latest legal documentation is included, and all work items required by the project are covered by the agreement.
- Manage contract budgets to ensure compliance with agreements, including time management, invoice processing and deliverable validation according to contract management processes.

- Track funding levels through review of earned value reports and approval of expenditures. Review and approve all consultant claims for the contract to ensure budgets are not exceeded and MDT resources are used in the most efficient manner possible.
- Administer contract for compliance with established agreements and timeframes for achievement of goals through evaluation, consultation and meetings with consultants and MDT staff, personal observation, and through discussions with other MDT staff.
- Evaluate all requests for contract amendments to ensure projects are being completed in a cost-effective and timely manner. This involves determining whether proposed changes are within the scope of the original agreement; negotiating terms of change orders; comparing actual charges to expected project costs; calculating time and cost impacts of proposed changes; evaluating designs and plans for adherence to contracted terms and overall adequacy, quality, and safety; and consulting with specialty work units in the department regarding design or other problems.

Other Duties as Assigned - 10%

Perform a variety of other project management and research activities as assigned by the Research Section manager in support of the MDT mission and division objectives.

Supervision

The number of employees supervised is: N/A

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Light lifting/carrying light items (less than 10 lbs.)
- Travel within the state by automobile, and occasional travel out of state by airline to national conferences/meetings
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer and laptop/tablet
- Communicating in writing, in person, and over the phone
- Operation of motor vehicles
- Conflict resolution
- Comparing data
- Conducting research
- Compiling and analyzing information
- Ability to multi-task
- Ability to meet inflexible deadlines
- Interpersonal skills/behaviors
- Negotiating

- Dealing with the contractors on a regular basis
- Demands for accuracy in all aspects of work

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of highway planning, design, contracting, construction, and/or maintenance practices is preferred but not required.
- Knowledge of project management principles, methodologies, and practices.
- Knowledge of contract management and budget concepts.
- Ability to analyze and evaluate the department's needs and develop appropriate and targeted responses on behalf of the agency.
- Knowledge of the concepts and theories of research, budgeting, strategic planning, business administration, persuasive writing, and public speaking.
- Understanding of the relationship between the agency and the public, department administration and employees, elected officials and other agencies.
- Skills in establishing and maintaining effective working relationships with researchers and officials of public education institutions, private consultant firms, and Department staff and management.
- Skills in effective written and verbal communication across many audiences and mediums.
- Ability to manage multiple priorities effectively using organizational skills and with attention to detail.

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-related engineering or planning, other engineering fields, physical or natural sciences, land use planning, resource management, or a related field.

This position requires a minimum of four years of experience in project and/or contract management.

Certifications, licensure, or other credentials include: Certifications such as Professional Engineer (PE), Professional Transportation Professional (PTP), American Institute of Certified Planners (AICP), or Project Management Professional (PMP) are desirable but not required.

Alternative qualifications not applicable.

Special Requirements:

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: Project Management Specialist

Job Code Number: B1J031

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