

# 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: PR Contract Manager**

**Position Number: 40086; 40081**

**Location: Helena HQ**

**Department: Transportation**

**Division and Bureau: Director's Office**

**Section and Unit: Public Information**

### **Job Overview:**

This position is a contract and program manager for public involvement activities related to highway design and construction projects. Responsible for managing multiple consultants and projects from contract award and project assignment to project closure and consultant review. The PR Contract Manager works closely with Highways and Engineering Division staff and district staff to determine project public involvement scope and budget as well as ensures the relevance and accuracy of contract deliverables. Responsible for administering the contract, directs the consultant, and ensures deliverables are consistent with MDT quality, brand, and messaging standards. This position reports to the Public Information Officer and does not supervise others.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Project Management, Development, Planning - 35%**

- Manage consultants hired to provide public involvement on a variety of complex and sometimes controversial highway design and construction projects.
- Work with consultants, PIO, design team, construction team, and others to determine public involvement needs. Review public involvement plans to determine optimum public involvement activities based on needs and available budget. Ensure cost-effective solutions that address the needs of MDT and the public are implemented. Perform analysis to determine if similar project results can be attained in a more cost-effective manner.
- Coordinate review and comments of the design team, construction team, PIO, and others to provide oversight of consultants assuring relevant and accurate information is provided to the public.
- Analyze and consider recommendations and make decisions that result in the best possible outcome for the project, the Department, and the public.

- Manage consultant activities to ensure the optimum flow of accurate information and increased public involvement and cooperation. Participate in public hearings/meetings/open houses to assess consultants responsiveness and work efforts.
- Use communication, management skills, and project management tools to communicate project priorities to the consultants, MDT staff, and others as necessary.
- Develop and facilitate meetings with consultants and MDT staff to provide involvement, training and discussion opportunities.
- Develop meeting agendas, facilitate meetings, document meetings, provide guidance, resolve issues, provide updates, and hold consultants accountable for project status.
- Continually monitor public involvement efforts and expenditures to report program activities and expenditures.

### **Contract Development and Administration - 35%**

- Develop and manage contracts to ensure that qualified consultants are selected and to provide cost-effective and timely project documentation that meets state and federal standards.
- Coordinate with various MDT sections, bureaus, divisions and districts as well other agencies to identify involvement needs and develop and implement data gathering systems and approaches.
- Develop legal and concise 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. Provide professional advice and direction in the interpretation and evaluation of selection criteria and consultant responses. Ensure all consultants are evaluated on the same criteria.
- Negotiate scope of work, schedule, and budget with consultants. Determine project quality plan with consultant to ensure consultant delivers a quality product and takes into account risk. Negotiate terms within general project parameters and achieve consensus between consultants and the 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 budget to ensure compliance with agreements and to track funding levels through review and approval of expenditures. Review and approve all consultant invoices 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 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 plans for adherence to contracted terms and overall adequacy, quality, and safety; and consulting with specialty work units in the department regarding issues.

### **Consultant Supervision - 20%**

Direct and oversee consultants hired to perform public involvement for MDT. This involves assigning and reviewing work, ensuring consultants have the information and other resources necessary to complete assigned projects, negotiating and resolving problems and contract disputes, approving consultant invoices, initiating corrective action to bring consultants into compliance with agreements, and assessing and documenting consultant performance for use in evaluating projects and for future consultant selection.

### **Other Duties - 10%**

Perform a variety of other project management, and public relations activities as assigned by the PIO in support of the MDT mission and objectives.

### **Supervision**

This position directly supervises and coordinates the work of approximately 6 consultants assigned to multiple projects simultaneously. This involves assigning, reviewing, and approving deliverables; identifying, negotiating, and resolving issues; reviewing and approving invoices; and initiating corrective action to bring consultants into compliance with agreements. This position is responsible for consultant performance evaluations used along with informal, regular interactions, to coach and teach consultant personnel for improved contract performance. These evaluations influence consultants' ability to get additional work from the department.

Employees earn 50% of their time spent in this position towards direct supervisor experience at MDT.

The number of employees directly supervised is: 0

The total number of FTE managed (direct and indirect): 0

The position number for each directly supervised employee is: N/A

### **Physical and Environmental Demands:**

- Works in a typical office environment.

- Occasional travel within the state by automobile, and occasional travel out of state by airline to national conferences/meetings.

**Knowledge, Skills and Abilities (Behaviors):**

- Knowledge of the principles of communications and public relations.
- Knowledge of the concepts and theories of marketing, earned media, social media, contract management, budgeting, strategic planning, business administration, persuasive writing, research, public speaking, and graphic design.
- The work requires a general understanding of highway design, construction, and maintenance.
- Skills in establishing and maintaining effective working relationships with the public, consultants, and Department staff.
- Skills in proofreading and editing language, content, messaging, and design of print and electronic materials to ensure complete, relevant, and consistent information is presented.
- Strong writing skills and verbal communication skills.
- Ability to use a personal computer with varying types of software and systems.

**Minimum Qualifications (Education and Experience):**

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor’s Degree in Communications, Business Administration, Business Management, Journalism, Marketing, Public Relations or a related field.

This position requires a minimum of 3 years of experience in contract management or a related field.

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

**Special Requirements:**

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe        |

MFPE 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.

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|                             |              |             |
|-----------------------------|--------------|-------------|
| <b>Immediate Supervisor</b> | <b>Title</b> | <b>Date</b> |
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| <b>Administrative Review</b> | <b>Title</b> | <b>Date</b> |
|------------------------------|--------------|-------------|

My signature below indicates that I have read this job description.

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|-----------------|--------------|-------------|
| <b>Employee</b> | <b>Title</b> | <b>Date</b> |
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**Human Resources Review**

**Job Code Title: Program Specialist 2    Job Code Number: B1J012    Level: 2**

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

- |   |   |
|---|---|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available                 | <input type="checkbox"/> Telework Not Available     |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart       |

**Human Resources:**

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| <b>Signature</b> | <b>Title</b> | <b>Date</b> |
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