

STATE OF MONTANA JOB DESCRIPTION

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

Job Title: District Administrator **Position Number: 59001, 53013, 57006, 55003, 51009**

Location: Missoula, Butte, Great Falls, Glendive, Billings

Department: Transportation **Division and Bureau: District Offices**

Section and Unit:

Job Overview:

This position is the District Administrator for one of five districts statewide and its subordinate area office(s). The position is responsible for providing executive leadership, planning and guidance for MDT operations and services in the assigned District; representing the agency, projects, and initiatives to governmental bodies, industry organizations, the media, and the public; and developing, allocating, and managing the budget, equipment, staff, and other district resources. The position reports to the MDT Director and is responsible for leadership and managerial oversight of approximately **300+** FTE employees located throughout the district.

Essential Functions (Major Duties or Responsibilities):

Operational Leadership

- Provide leadership to District staff by fostering a positive and collaborative culture.
- Identify and invest in employee development.
- Solve problems at the lowest level, and involve expertise from other areas as needed, and as soon as possible resolve issues simply and quickly.
- Engage in process improvement activities to ensure District operations are efficient and effective.
- Supervise managerial staff and indirectly manage the professional and technical staff of the district by reviewing and revising overall district and bureau work plans, priorities, and procedures, and monitoring progress through meetings and consultations.

- Perform a variety of other executive, administrative, project management, and public relations activities as they arise, as assigned by the Director, and in support of MDT mission and division objectives.
- Administer and lead MDT operational policies and project delivery strategies to ensure administrative and operational objectives are met.
- Identify and lead district recruitment, retention, performance and staffing needs, advising peers and the Director.
- Recommend and advance implementation strategies for new construction equipment, materials, technology related to highway engineering, construction, and maintenance activities that may impact current and future projects.
- Integrate district plans with broader agency objectives, develop and assess viable alternatives, and ensure consistent application of MDT policies and procedures within various program functions.
- Establish and maintain, able to report out, metrics the pull the district and agency forward, using agency-wide tools (e.g. OGSM).

Stakeholder Relationships:

- Proactively engage stakeholders throughout the district, and cross-District, to develop and sustain strong working relationships, awareness of issues, presenting a calm and effective presence and capability that is backed up by consistent performance.
- Proactively communicate between both internally and externally, with stakeholders and the agency, the district. You are the leader of these dialogs.
- Lead and facilitate dispute resolution to resolve complex operational and administrative problems encountered by District project managers, program managers, and staff.
- Champion a workplace environment that plans, executes, resolves issues, and celebrates both success and challenges.
- Sustain visibility and availability for the District and Division offices, and stakeholders.
- Actively represent MDT to local officials, industry organizations, media, and the public to recognize, articulate, advocate, and represent the district needs and interests of the entire state, to disseminate accurate information, and to encourage support and cooperation for district objectives.
- Maintain liaison duties with the Federal Highway Administration, state and local entities, and tribal agencies.
- Develop relationships with local legislative representatives and respond to their concerns as needed. Communicate emerging issues and concerns with the MDT Director.
- As directed by the MDT Director, participate in legislative subcommittees, advisory councils, and Transportation Commission meetings to professionally address routine, sensitive, adversarial, and sometimes emotionally charged situations.

Budget and Financial Administration:

- Participate in the development and management of the district budget to ensure compliance with federal and state regulations, and so that budgeted funds are planned and allocated appropriately.
- Monitor project financing activities, budget projections, and performance indicators to ensure program efficiency. Administer District contracts and agreements to ensure

compliance with contractual obligations for quality, cost and timeliness of contract deliverables, and in line with state and federal procurement laws and rules.

- Ensure that state funding (e.g. maintenance expenses) is planned, allocated and spent appropriately and according to priority.

Planning and Strategy:

- In collaboration with the Helena Office, plan and direct District participation in the federal aid, secondary road, and maintenance programs, projects and funding.
- Develop comprehensive strategies and action plans that engage others who have insight and expertise to design, implement and iteratively improve them.
- In collaboration with the Helena Office, complete capital asset inventory planning and manage the needs of the district. This includes developing specifications, ensuring compliance with state and agency procurement and inventory management practices, developing Executive Planning Process (EPP) budget recommendations, justifications, legislative concepts, and submitting these requests to Helena for timely review and approval.

Compliance and Safety:

- Know and comply with state and federal laws and local ordinances.
- Ensure that safety is the number one priority for all staff, and that this message pervades District operations, and enables a culture of easy reporting of safety incidents.
- Ensure that traveler safety is prioritized, taught, mentored and implemented in every scenario.
- Seek to understand and mentor others that safety is just our normal course of business and that our safety professionals are hired to help us perform this way.
Know, understand, and mentor others in where to find safety resources and make them available in the District and Division offices and in the field.
- Know the District safety trends (e.g. number of reported incidents, type of incidents) and actively work to enable an early return to work culture.

Data Analytics and Reporting

- Seek to know, provide and motivate an operational perspective that thrives in data-driven decisions.
- Actively engage the asset management system professionals, our agency Asset Strategist, and data collection efforts to lend the district perspective, and seek out the agency perspective regarding data collection, management, analysis, and utilization.
- As agency data initiatives affect the district (e.g. data leads to project selection), proactively step forward to guide, improve and aid the agency in driving them to high-quality, on-time completion.

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 civil engineering or a related field such as Construction Engineering Technology, Public Administration, or Business Administration.

This position requires a minimum of six (6) years of progressively responsible experience in the transportation field including experience with leadership, highway construction, maintenance, materials, bridge and road construction, project management, and contracting. This position requires a minimum of four (4) years of supervision or managerial experience.

Certifications, licensure, or other credentials include P.E. is preferred

Alternative qualifications include related experience that may be substituted on a case-by-case basis.

Special Requirements:

Other information: Predominant work involves extensive district and statewide coordination, including extensive travel (in motor vehicles and sometimes aircraft) to attend meetings, interact and lead, provide project oversight, and perform related field and office work as required. Travel demands often involve overnight stays up to several nights in duration. The position often requires overtime and long days to accomplish the goals and objectives of the agency and district.

This position often makes decisions that affect public health and safety. Predominant duties include on-site direction of project safety, demonstrating a keen operational awareness and adherence to construction site safety standards and practice, during routine, emergency or disaster incidents. This work requires knowledge and implementation of safety protocols and special precautions including the use of personal protection clothing and devices.

The position also involves work in conditions and demands associated with effectively mediating and deescalating conflict between potentially irate or hostile parties to include contractors, the public, and employees.

List any other special required information for this position

<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.

Administrative Review Title Date

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

Employee **Title** **Date**

Human Resources Review

Job Code Title: Business Executive Job Code Number: A3101E

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

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

Human Resources:

Signature	Title	Date
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