

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: Aeronautics Program Manger **Position Number: 04001**

Location: Helena **Department: Transportation**

Division and Bureau: Aeronautics **Section and Unit: n/a**

Job Overview:

The Aeronautics Program Manager provides analysis, oversight and direction to statewide aeronautic transportation programs to establish and achieve program objectives and the mission of MDT. This position oversees the Safety, Education, and Registration Section, the Airport/Airway and Grants Section, the Yellowstone Airport, and coordinates with a variety of stakeholders. The position reports to the Operations manager of Statewide Planning and Modal Operations and directly supervises 3 employees. Indirect supervision extends to many volunteer positions within the State's Search and Rescue Program; airport volunteers; and others.

Essential Functions (Major Duties or Responsibilities):

Strategic Planning, and Program Development and Oversight 75%

- Provides executive analysis, oversight, and direction for statewide aeronautic activities. Serves as Montana's chief expert and point of contact on local, state, national, and international aviation issues. Supports the Montana Aeronautics Board and administers state loan and grant programs for statewide aeronautic safety, maintenance, and service projects, ensuring revenue is available to support the long-range program goals and objectives.
- Negotiates with airlines, landowners, and municipal governments to secure lease agreements for state-operated airports, and other aeronautic infrastructures that represent the best interests of the state, public safety, quality service, and facilities security.
- Identifies potential aeronautic transportation problems and develops solutions. Negotiates support for solutions through consensus building with MDT executive management personnel, private industry, aviation associations, the legislature, the U.S. Congress, and federal agency representatives.

- Develop and administers statewide aeronautic safety policies, assessments, and awareness programs. Coordinates with FAA and NTSB officials to exchange information on aircraft accidents, identifies and resolves compliance deficiencies, and ensures Montana's aeronautic transportation system meets federal safety, maintenance, and service standards.
- Develops, directs, and oversees extensive statewide volunteer programs essential to the safety, maintenance, and overall viability of Montana's aeronautic transportation system.
- Develop strategies and establish goals and objectives to maximize statewide aviation safety through legislative, educational, and service initiatives. Promotes the availability of commercial airline services throughout Montana and its rural communities.
- Ensures the effective maintenance and overall safety of Montana's state-owned and backcountry airports and related facilities.
- Assesses statewide aeronautic transportation needs and develops and executes the strategic plan for the Aeronautics Program in conjunction with other constituents and organizations throughout the state and nation. Establishes objectives and approves strategies to develop, implement, and evaluate statewide aviation policies and procedures.
- Develop and apply procedures to manage essential aeronautics operations and ensure safety compliance. Make important decisions that influence state policy and can affect aviation businesses. These decisions directly impact Montana's ability to meet state, regional, and national aviation goals and comply with state and federal regulations.
- Monitors and assists with critical issues to prevent service disruptions or negative impacts on the aeronautics industry. Resolves these matters promptly and fairly.
- Oversee and manage Program budget. Responsible for preparing and defending budget and staffing requests, resolving budget issues, and ensuring compliance with state and federal requirements.
- Directs budget implementation, sets fiscal objectives, and prioritizes funding to support statewide aeronautics activities.
- Evaluates expenditures, reallocates funds as needed, and ensures cost-effective operations.
- Develops and approves revenue and expenditure projections, monitors financial performance, and ensures programs remain viable and compliant with legislative appropriations and MDT policies.
- Sets the scope and priorities for state Aeronautic programs based on available resources, department goals, research, industry input, public feedback, and other data.
- Leads aeronautics facility construction projects as the primary project manager. This includes forming and directing project teams, overseeing implementation, and ensuring projects meet MDT goals. Responsible for progress, quality, and overall success of aeronautics projects. Work is complex, high-profile, and MDT's compliance with federal requirements. Projects must meet strict deadlines, design standards, and budget limits. The position ensures project deliverables are developed in compliance with appropriate state and national standards.

- Manages project budgets and priorities, secures state and federal funding, and ensures projects finish on time and within budget. Requires strong knowledge of available resources and the ability to make quick, sound decisions to minimize negative impacts.
- Forms program needs outlined in executive plans, continually assesses program effectiveness and impact on the state's aeronautic transportation system, and determines areas to improve program efficiency and enhance services.
- Works with other department executives to establish policy, identify common priorities, solve common problems, and obtain common goals. Establishes and completes long-range planning; establishes, assesses, and revises statewide goals and objectives; and provides leadership and direction regarding department functions.
- Allocates resources to division programs to achieve cost-effective and efficient organizational structure that carries out program objectives and the mission of the MDT Directs aeronautics program staff regarding the development and implementation of new technology, to address division needs and evaluates division business processes and policies to maximize the efficient use of existing resources.
- Represents the aeronautics program and department with the legislature, proposing and justifying legislation, rules, and budgets affecting statewide aeronautic transportation development, improvement, and service. Develops, presents, and defends legislative proposals; explains and promotes legislative objectives; responds to legislative inquiries; and provides professional consult and advice. Testifies on legislative actions affecting statewide aeronautic transportation issues.

Staff Management 20%

- Manages program personnel and the Aeronautics program volunteer programs.
- Develop and manage program career ladder and respective advancements; develop recruitment and retention strategies; manage disciplinary actions; ensure training investments support personnel development goals and program needs.
- Conduct meetings with program managers and staff. Lead management in developing complex work plans and budgets.
- Establish staff priorities and provide guidance on expectations, evaluating performance, and identifying training opportunities.
- Implement effective change management practices throughout the division.
- Work with management to resolve employee issues and grievances at the lowest level possible.

Other Duties 5%

Perform a variety of other duties as assigned the Operations Manager or Director in support of the department mission and program objectives.

Supervision

The number of employees supervised is: 3

The position number for each supervised employee is: 04002, 04004, 66140

Physical and Environmental Demands:

- Works in a typical office environment.
- Required to periodically travel in aircraft.

Knowledge, Skills and Abilities (Behaviors):

Requires in depth knowledge of operations, statutes, and policies; and state and national issues affecting airport safety, maintenance, and development. Considerable knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources. Relevant experience in public safety and security, including knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Requires skill in planning and managing the work of others; organizing, negotiating, and implementing major government programs; establishing and maintaining effective working relationships with diverse stakeholders; effectively addressing highly sensitive public, political and agency relations; recognizing and solving complex problems; communicating effectively verbally and in writing; developing and administering budgets; conducting research and analysis; developing and implementing management systems; and in interpreting statutes and legislative intent.

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 Public Administration, Business Administration, or a related field.

This position requires a minimum of 6 years of program management or related experience, including 4 years of transportation related experience. This position requires a minimum of 4 years of progressively responsible supervisory experience.

Certifications, licensure, or other credentials include: Must possess or be able to obtain a Private Pilot Certification within the first 6 months. Must pass a biennial flight proficiency test and safely

and effectively pilot small aircraft under challenging conditions. Required to meet FAA Third Class medical certificate physical fitness standards.

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

Special Requirements:

Will be required to travel 10% of the time throughout the state of Montana.

This position may require a DHS / TSA administered background check.

Fingerprint check Valid driver's license

Background check Other; Describe

none 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 Manager

Job Code Number: A9J02B

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