

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: Geospatial Information Supervisor

Position Number: 33213

Location: Helena

Department: Transportation

Operations Area and Program: Asset Strategy, Operations & Maintenance / Asset Strategy Program

Bureau and Section: Data & Analytics Bureau / Geospatial Information Section Section

Job Overview:

This position leads the Geospatial Information Section, providing strategic and operational leadership for MDT's enterprise geospatial assets, systems, and services used across planning, engineering, maintenance, safety, asset management, and other departmental programs. The supervisor establishes section priorities, standards, and direction; ensures the integrity and quality of spatial and tabular data; and is accountable for the delivery of roadway inventory and classification, fuel-tax and secondary allocations, federal reporting, and geospatial mapping and visualization products that support decision-making throughout the department. The position supervises professional and technical staff, directing the allocation of resources, managing performance, and ensuring the section's geospatial programs and services meet department and statewide needs.

Essential Functions (Major Duties or Responsibilities):

Program Development, Implementation, and Administration 80%

- Directs and oversees all Geospatial Information Section programs and activities, ensuring that section priorities, standards, and resource decisions align with the goals of the bureau, program, and department.
- Establishes, approves, and monitors the policies, procedures, and standards that govern how the section manages geospatial data, roadway inventory, mapping, web GIS services, and day-to-day operations, ensuring alignment with GIS occupational standards.
- Provides strategic direction and oversight for enterprise GIS and relational databases used to produce maps, tables, reports, and spatial data products that support transportation planning, asset management, and program delivery across the department.

- Directs the management of enterprise GIS applications and systems by evaluating information needs, authorizing system enhancements and cloud-based migrations, and ensuring that users receive adequate support and training.
- Oversees roadway inventory operations and the flow of data into enterprise GIS, holding staff accountable for maintaining the accuracy, consistency, and quality of geospatial file structures, layers, and associated tabular data.
- Directs road determinations that support fuel tax eligibility and secondary system allocations, and serves as the department's central authority for allocation data, certification and notification of the allocations with local governments.
- Oversees the preparation and submission of required federal datasets, ensuring the linear referencing system and route network remain current and accurate to meet federal reporting and transportation planning obligations.
- Directs spatial and statistical analyses of geospatial and tabular data used to support transportation planning, performance management, safety programs, and asset strategy, ensuring methods and outputs meet professional and occupational standards.
- Sets the direction and priorities for producing standard maps, the Montana State Highway Map, web maps, and other visualization products, while establishing and enforcing the mapping and data standards that ensure quality and consistency for all internal and external customers.
- Evaluates and authorizes the adoption of new enterprise GIS technologies, platforms, and process improvements, and directs coordination with planning, engineering, IT, and external partners to advance the integration of geospatial assets into department decisions and products.

Staff Supervision 15%

- Supervises professional and technical staff by assigning and reviewing work, setting priorities, monitoring progress, and ensuring that GIS and geospatial information products meet established standards for accuracy, completeness, and timeliness.
- Performs full supervisory and management functions for the Geospatial Information Section, including hiring, performance management, discipline, employee development, and work distribution.
- Establishes work plans and responsibilities for positions within the section; identifies staffing and training needs related to GIS, database management, geospatial analysis, and mapping; and coordinates training and development opportunities to maintain required competencies and support evolving technologies and practices.

Other Duties 5%

This position performs a variety of other duties as assigned by the Bureau Chief, Program Manager, and Operations Manager in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 9

The position number for each supervised employee is: 33211, 26067, 26002, 26005, 26056, 33212, 26035, 26070, 05014

Physical and Environmental Demands:

- Works in a typical office environment.
- Occasional travel within the state and out of the state by airline to national conferences and meetings.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of GIS principles, enterprise geospatial systems, spatial data management, and geospatial quality assurance sufficient to lead and direct a professional technical section.
- Knowledge of enterprise GIS architecture, cloud-based geospatial platforms, and spatial asset data strategy to guide long-term investment and modernization decisions.
- Knowledge of relational database design and the integration of tabular and spatial data in enterprise GIS environments to provide informed direction and oversight.
- Knowledge of transportation planning and roadway data management sufficient to align geospatial asset strategy and section priorities with department programs and objectives.
- Knowledge of supervisory principles, human resource practices, and state personnel policies applicable to leading a professional and technical workforce.
- Skill in providing strategic and operational direction for enterprise GIS programs, spatial asset management, systems, and services across a large organization.
- Skill in establishing and enforcing geospatial data standards, spatial asset governance, policies, and quality assurance expectations across a section and its stakeholders.
- Skill in program administration, resource allocation, priority setting, and coordinating complex geospatial and spatial asset projects across multiple department work areas.
- Skill in evaluating and directing the adoption of new enterprise GIS technologies, platforms, and practices to advance section capabilities, spatial asset strategy, and service delivery.
- Ability to lead, develop, and hold accountable a team of professional and technical GIS staff through clear expectations, performance management, and ongoing development.
- Ability to build effective partnerships with planning, engineering, IT, and external stakeholders to advance the integration of enterprise geospatial assets into department decisions and products.

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 Geographic Information Systems, Geography, Geospatial Science, Transportation Planning, Computer Science, Information Systems, Data Science, or a related field.

This position requires a minimum of 4 years of related program or project management experience or other related experience. This position requires a minimum of 1 year of supervisory or team lead experience.

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:

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.

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: Transportation Planner Supervisor

Job Code Number: E3901M

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