

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: Agile Project Supervisor Position Number: 21006

Location: Helena

Department: Transportation

Division and Bureau: Information Services Division (ISD)

Section and Unit: Product Management Bureau (PMB)

Job Overview:

Agency projects range in scale from large, complex payment systems to small scale workgroup projects. This position will require a strong understanding of multiple IT-related disciplines, including project management, agile principles, and strategic planning.

This position works in the Information Services Division (ISD) and with others at every level of the Department of Transportation soliciting strategic imperatives from senior leaders to align technical solutions with business needs. Having the ability to build and maintain effective working relationships is crucial for this position to be effective. The successful candidate would join the Product Management Bureau (PMB) and work to integrate SAFe methodologies, and practices into project management methodologies, emphasizing transparency, adaptability, and customer focus. This position reports to the ISD Product Management Office Bureau Chief and directly supervises six staff (6 FTE).

This position also manages a team of scrum masters and supports agile teams. This position is responsible to organize, direct, review, and approve the work of scrum masters and agile teams in the performance of technology supported agile project delivery; This position serves as an integral member of the Division Management team along with the other Managers. This role provides leadership, coordination, and coaching to help teams deliver value, foster collaboration, and continuously improve their practice within Scaled Agile Framework (SAFe).

Major Duties or Responsibilities:

Managerial Responsibilities - 50%

- Establishes goals, objectives and priorities for the work unit, providing direction for short and long-term goals. Coordinates the operations of the direct reports by establishing and managing priorities.
- Organizes and/or facilitates necessary training for scrum masters and teams.
- Monitors project & product budget expenditures and reports discrepancies to the Product Management Bureau Chief.
- Provides input on the project & product budgets to help with the Division Budget planning activities.
- Oversees meetings with customers within the department to translate identified business needs into high-level technical requirements to develop and implement projects.
- Monitors project intake to ensure new project requests are funneled through a centralized workflow.
- Performs risk management by identifying risks and related mitigation approaches for all high-risk areas.
- Works with IT and Business professionals to drive and facilitate the right discussions with business leaders to identify capabilities in relation to current and future objectives.
- Ensures all projects consuming IT resources are continually validated in terms of process compliance.
- Supports a tool that helps scrum masters plan, track progress, collaborate, and communicate project progress.
- Work closely with Product Management Bureau Chief to identify and manage resource needs, work prioritization, project budgets, issue and risk resolution.
- Models servant leadership and serves as an Agile coach who facilitates events and processes and supports teams in delivering value to the organization and the enterprise.
- Facilitates Scaled Agile Framework practices and Program Increment execution.
- Participates in the Lean-Agile transformation by coaching leaders, teams, and Scrum Masters/Team Coaches in the new mindset and processes.
- Adapts the Scaled Agile Framework to the organization's needs, standardizing and documenting practices.
- Works closely with agile project teams to integrate Scaled Agile Framework methodologies and practices into project management methodologies, emphasizing transparency, adaptability, and customer focus.

PMO Professional Responsibilities - 25%

- Serves as a PMB services, policy, processes, guidelines and best practices subject matter expert and advises the department and division administrator when needed within the area.
- Researches industry trends and best practices to guide implementation of innovative solutions for area of responsibility.
- Supports the vision and strategic direction for the ISD Product Management Office.
- Ensures the development and ongoing maintenance of the agency's project management related policies and procedures; helps PMB and other business areas to adopt best practices.
- Provide guidance during various phases of project management and related activities, including initiation, procurement, contract management, implementation and project close out.

Supervision - 25%

- Provides oversight and direction over hiring, assigning workloads, and managing performance.
- Conducts meetings with staff to address identified issues including providing coaching and mentoring where appropriate.
- Establishes, monitors and manages office work plans, priorities, procedures, and progress through meetings and consultations.
- Establishes, monitors, and manages performance for direct reports, including completing performance appraisal documentation and processes.
- Manages training and work force development by assessing needs and coordinating efficient training, assessing effectiveness, and modifying programs as appropriate. Creates, updates and supports career plans for each employee.
- Ensures the development/review and maintenance of succession plans for the Bureau.

Supervision

The number of employees supervised is: up to 6

The position number for each supervised employee is: 821021, 81003, 23010, 81026, 81021, 25003.

Physical and Environmental Demands:

- Lifting and carrying light items (papers, books, computer components).
- Remaining seated for extended periods of time, with occasional walking; standing; bending.
- Travel within and out of state to training and meetings.
- Directing, supervising, negotiating, disciplining.
- Communicate in writing, in person, and over the phone.
- Ability to multi-task.
- Demands for accuracy in all of work.
- Ability to meet inflexible deadlines.
- Comparing data.

Knowledge, Skills and Abilities (Behaviors):

- Extensive knowledge of IT project management methods and standards and the practical applications of those methods to actual projects.
- Knowledge of Scaled Agile Frameworks practices.
- Knowledge of the theory, application, and practices of both information management and business management.
- Knowledge of employment law, program requirements, and personnel management practices and techniques.
- Knowledge of information systems analysis, documentation, implementation, and maintenance.
- Knowledge of system development, functional applications, proprietary languages, customer service standards, data management products, data structures and interrelationships.
- Skills in project management; business process analysis and documentation; planning and organizing the work of others; drawing conclusions and making recommendations.
- Skills to apply personnel management, procurement management, contract development, and administrative techniques.
- Skills in managing complex system administration and development projects.
- Skill to manage a large staff effectively and efficiently.
- Skill to lead teams and motivate individuals; provide mentoring and assist in defining career plans.
- Skill to manage change in an atmosphere of rapid technology change.

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 business administration, project management or related field.

This position requires a minimum of two years of supervision or team lead experience with professional and/or technical staff in the information technology field. This position requires at least five years of project or program management experience preferably within an information technology business environment. Other combinations of education or experience may be substituted.

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 Supervisor Job Code Number: B1J03M Level: M

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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