

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: Small Business Specialist Position Number: 05003, 05006

Location: Helena Department: Transportation

Division and Bureau: Professional Services Division/Office of Civil Rights

Section and Unit: n/a

Job Overview:

The Small Business Specialist manages and coordinates the daily operation of the Agency's Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) programs to ensure compliance with federal and state laws and regulations. This includes recruiting small businesses; making eligibility determinations; implementing MDT's business development program; monitoring compliance; and managing and reporting program specific data. The DBE Program Specialist reports to the Office of Civil Rights Program Supervisor and does not directly supervise others.

Essential Functions (Major Duties or Responsibilities):

Program Implementation - 75%

- Reviews certification applications, ensuring all required support documents have been provided, and analyzes the application and support documents to determine federal regulations and the eligibility criteria are met.
- Conducts on-site inspection/interviews with applicant firms to determine if the application is accurate, the eligible individual is in control of the firm, verify there are no restricting agreements and to view equipment and spaces to determine overall eligibility of the firm. Presents recommendations to the Supervisor for approval.
- Conducts on-site inspections/interviews at project sites to determine if the DBE is performing commercially useful functions on identified subcontract work items while using

their own equipment and workforce. The DBE Program Specialist also reviews field project engineer records to determine personnel are following established DBE related procedures.

- Recommends certification, recertification, denial, or removal of certification to the Civil Rights Supervisor.
- Responds to complaints including investigative planning; interviews, and researching documentation. Analyzes allegations and issues, presenting objective facts, findings and conclusions and recommending appropriate action, including denial, or decertification. The Small Business Specialist recommends corrective action and produces written file reports and documentation.
- Produces a monthly written report to the Civil Rights Bureau Chief including the number of firms certified, recertified, and decertified, training provided, and other program specific accomplishments.
- Provides information and drafts monthly reports on DBE goal achievements to the Civil Rights Bureau Chief based on monthly bid lettings, consultant design, contractor payments, and other MDT program areas involving federal funding. Develops annual DBE Program goals for Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), and Federal Transit Administration (FTA) funded contracts.
- Monitors and tracks contract data for compliance with prompt payment and other program requirements.
- Answers inquiries from the prospective applicants, other agencies, and county, city and tribal governments regarding program activities. Elevates inquiries when necessary.
- Compiles bid information from subcontractor reports for the program's bidders list.
- Implements annual work plans which are the basis for Federal Highway Administration program funding, ensuring expenses incurred are allowed, reconciliation of monthly expenses to budget, allocation of funds for designated expenditures, processing budget obligations, developing long and short term budget obligations, and pursuing additional grant funding for program.
- Conducts training across the state including the small business programs to MDT employees, other state agencies, tribal and local governments, contractors, economic development agencies, and other interested parties.
- Develops program specific brochures, literature and general correspondence for public use and assists with handout designs, visual aids and manuals for use by the contracting community and minority/female sources.

Program Development and Management - 20%

- Develop goals and objectives of the program. Prioritizes these goals/objectives and determines focus of resources and timelines to achieve the program goals. Interpret federal and state guidelines to develop program that complies with guidelines.

- Develops quarterly and yearly statistical and narrative summary reports of the program for FHWA, FTA, FAA, Civil Rights Bureau Chief and the MDT Director. Produces content to highlight program achievements and/or issues impacting the success of the program.
- In coordination with the Program team, develops strategies and networking opportunities to further promote the program. Develops marketing materials, procedure manual, brochures and applications. Considers program achievements or challenges when developing strategies and goals.
- Reports to Civil Rights Bureau Chief, FHWA, FAA, and FTA on the progress of program achievements or issues hampering program success. Considers audience, content and quality of the material.

Other Duties - 5 %

Performs a variety of other duties in support of on-going office operations.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

This position functions in a typical office environment. This position requires significant in-state travel including overnight and long day trips as well as occasional out-of-state travel. The ability to lift between 25-50 lbs. is required.

Knowledge, Skills and Abilities (Behaviors):

- Strong interpersonal and communication skills, both orally and in writing
- Ability to communicate information and ideas so others will understand.
- Skill in public speaking, adult training methods and collaboration and facilitation
- Experience in building relationships with individuals from a variety of backgrounds and cultures
- Ability to analyze and evaluate information to develop technical reports and recommendations
- Strong ability to work independently and be self-directed.
- Ability to work collaboratively with team for program planning, presentations, scheduling and travel

- Concepts and theories of program planning, advertising and marketing
- Knowledge of grant development and administration, specifically federally funded programs
- Knowledge of business management, including financial, operational, marketing and systems management.
- Basic knowledge of the DBE Program and ability to learn and keep up on changing federal regulations.
- Ability to learn multiple software programs
- Operation of multifunction printers, projectors, and other standard office equipment
- Carry, lift and transport training materials weighing 25-50 lbs.
- Travel within the state to program sites, conferences and meetings.

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, Business Management, Public Administration, Education, Social Sciences or a related field.

This position requires a minimum of two years of experience in program management or a related field.

Certifications, licensure, or other credentials include:

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 checked="" 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.

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 Specialist Job Code Number: B1J012

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 attached |

Human Resources:

Signature	Title	Date
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