

# 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: Term Contract Manager/Data Analyst**

**Position Number: 05023**

**Location: Helena HQ      Department: Transportation**

**Division and Bureau: Engineering/Consultant Design Bureau**

**Section and Unit:**

### **Job Overview:**

This position is a contract manager and data manager/analyst within the Consultant Design Bureau. This position is responsible for managing many term contracts for engineering and non-engineering services. Term contracts are typically given out to consultants as a part of a larger overall project. This position will also be responsible for providing leadership and guidance to the various Divisions and Bureaus that utilize term contract services, for developing and conducting term contract manager training, and for developing and maintaining a term contracts manual. The position will also be responsible for consultant overhead rate management and will coordinate with the Consultant Design Engineer and MDT Audit Services. Other responsibilities of the position include overall data management and analysis including but not limited to maintaining spreadsheets of bid letting history, consultant vs. MDT work, and preparing and maintaining information for legislative inquiries.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Term Contract Leadership, Management, and Training - 70%**

- Work with Functional Areas, Districts, and the Consultant Design Engineer to oversee and manage many Term Contracts with varying contract requirements (Engineering, Survey, and Architecture (ESA contracts) and non-ESA contracts)
- Term Contract execution through DocuSign and processing Amendments. Keep electronic project folders organized and current. Keep CIS (Consultant Information System) up to date with Term Contract amounts, amendments, overhead rates, and expiration dates.
- Lead Term Contract Manager. Answer questions and provide guidance regarding Term Contracts and Assignments from other Term Contract Managers.
- Review and process Term Contract invoices. Coordinate with Term Contract Engineers and

Consultants as needed.

- Develop and conduct Term Contract training regularly
- Develop and maintain Term Contract manuals and help guides
- Manage contracts using CIS and share drive folders

### **Overhead Rate Management - 10%**

- Management of Consultant overhead rates and coordinate with Consultant Design Engineer and MDT Audit Services.
- Communication with Consultants both written and verbal regarding their overhead rates, renewal, etc.
- Writing, preparing, and sending overhead rate letters and memos
- Working with Consultants and answering overhead rate questions
- Quality assurance of overhead rates

### **Data Management - 10%**

- Track data and analyze Consultant utilization
- Consultant and MDT expenditure analysis
- Maintenance of spreadsheets and other data sources
- Legislative inquiries

### **Other Duties as Assigned - 10%**

Perform a variety of other project management, report writing and preparation, and agreement writing activities as assigned by the Consultant Design Engineer and/or the Consultant Design Bureau Section Supervisors in support of the MDT mission, Division and Bureau objectives.

### **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

### **Physical and Environmental Demands:**

- Light lifting/carrying light items
- Travel within the state by automobile

- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer and laptop/tablet
- Communicating in writing, in person, over the phone, and video conference
- Operation of motor vehicles

**Knowledge, Skills and Abilities (Behaviors):**

- Contract Management
- Federal and state regulations particularly 23 CFR 172
- Federal Acquisition Regulations (FARs)
- GSA Rates
- Data management and analysis
- Written and verbal communication
- Presentations
- Contract Management
- Organization
- Timeliness
- Establishing and maintaining effective working relationships with Department staff and managers
- Comparing data
- Compiling and analyzing information
- Ability to multi-task
- Ability to meet inflexible deadlines
- Demands for accuracy in all aspects of work
- Gather, analyze, and manage data in spreadsheets and other systems
- Use of Microsoft Word to draft and send letters, memos, contracts
- Use of DocuSign to execute Contracts and amendments
- Use of PowerPoint or other programs to develop and provide Contract Manager training either in-person or virtually
- Develop and maintain manuals and help guides
- Attention to detail
- Aptitude for learning
- Interpersonal skills/behaviors
- Conflict resolution

**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, Accounting, or another closely related field.

This position requires a minimum of 3 years' experience combined of training, data analysis, and contract management, of which 1 year must be contract management.

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 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.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Engineering Support All Other    Job Code Number: D32J01    Level: 1**

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 checked="" type="checkbox"/> Telework Available      | <input type="checkbox"/> Telework Not Available        |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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