

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: Transit Planner/Grants Management **Position Number: 05038, 05032, 13011**

Location: Helena **Department: Transportation**

Division and Bureau: Rail, Transit and Planning **Section and Unit: Transit**

Job Overview:

The Transit Planner performs professional-level tasks supporting MDT's transit planning functions. These include preparing and assisting in the preparation of various transportation plans, programs, policies, transit needs and ensuring compliance with federal and state laws for development and implementation of such plans, programs, and projects; researching, analyzing, and managing financial data to support transportation planning functions including research, analysis, and interpretation of federal and state laws and guidelines, developing and managing contract processes, coordinating with local government, non-profits, and tribes on transit planning issues. The position also performs a variety of other duties as assigned. The position reports to the Transit Section Supervisor and does not directly supervise other agency personnel.

Essential Functions (Major Duties or Responsibilities):

PLANNER II - LEVEL 1.1

Planning Services - 55%

- With guidance from upper level staff, evaluates local applications and recommends action on applications to the supervisor, using MDT and federal transportation planning standards.
- Assists upper level staff in developing and monitoring program budgets by reviewing allocations, recommendations from sub-grantees, project plans and objectives, funding agreements, contract amendments, and expenditures.
- Provides information, project planning, and staff support to local governments and agencies, MDT management, and FTA to facilitate effective program planning, optimize

funding. Communicate on work progress and problems encountered by agencies to upper level staff.

- With guidance from upper level staff provides oversight of grant program activities through process reviews and personal review of reports and performance measurements; reviewing and documenting budget or goal changes; recommending program guidelines and alterations; and assists in implementing corrective actions as necessary.
- Provides technical support to planners for committee meetings, annual transit workshops, and/or specialized trainings (e.g., Capital Assistance Review, Transit Training Boot camp, etc.)

Program Management and Reporting - 45%

- Reviews federal transit planning project reports and activities to ensure compliance with contracts and regulations. Reviews sub-recipients quarterly reports for proper completion, timeliness, and accuracy.
- Reports specific program problems/successes to MDT supervisor using local performance reports.
- Monitors the useful lifecycle of transit vehicles and validates quarterly reports submitted by grantees by compiling, analyzing, and verifying quarterly information in the Webgrants program. Assists in submitting data to National Transit Database.
- Reviews accounting and other related systems to ensure that transactions are correct and accurate. Evaluates financial transactions to ensure financial activities are processed in an accurate and timely manner and in compliance with MDT, State, and federal laws and regulations. Recommends corrective actions to appropriate parties.
- Reconciles and requests adjustments to SABHRS and internal accounting systems to ensure the integrity and accuracy of accounting data and transactions. Identifying and correcting any discrepancies between MDT on-line claims and SABHRS; coordinating accounting activities and resolving problems in coordination with project.

PLANNER III - LEVEL 1.2

Planning Services - 55%

- Reviews proposals prepared by local governments to seek additional program funding through federal sources. The position develops applications for standard projects and assists other planners on more complex or contentious projects.
- Researches work programs for prior fiscal content and federal compliance to make recommendations to the supervisor on local government and local agency work programs.
- Evaluates local applications and recommends action on applications to the supervisor, FTA, and other interested parties based on review and evaluation of application elements compared to MDT and federal transportation planning standards.
- Assists in developing and monitoring program budgets by reviewing allocations, recommendations from sub-grantees, project plans and objectives, funding agreements, contract amendments, and expenditures. Recommends allocations to ensure adequate

support is provided, and to ensure program compliance with federal, State, and MDT laws, regulations, and policies.

- Analyzes funding and researches historical data, pending legislation, transportation planning studies, and other sources to identify program fiscal needs, make local programs aware of fiscal status, and assist in prioritizing projects based on need.
- Provides information, project planning, and staff support to local governments and agencies, MDT management, to facilitate effective program planning, optimize funding, and communicate on work progress and problems encountered by agencies. Presents, explains, and justifies project status reports and recommendations to identify deficiencies and opportunities, resolve problems, and ensure effective communication between funding authorities, intermediaries, and project managers.
- Monitors grant program activities through process reviews and personal review of reports and performance measurements; reviewing and documenting budget or goal changes; recommending program guidelines and alterations; and implementing corrective actions as necessary.
- Researches and examines federal regulations, FTA circulars, restrictions, USCs, CFRs, state laws, spending authorities, and other written documents to review and disseminate transportation planning-related data to local programs and organizations. Prepares program information and outreach materials for signature for local projects to keep them apprised of changes in regulations or accepted practices and coordinate information necessary for State and federal administration.

Program Management and Reporting - 45%

- Reviews federal transit planning project reports and activities to ensure compliance with contracts and regulations. Reviews sub-recipients quarterly reports for proper completion, timeliness, and accuracy.
- Monitors the useful lifecycle of transit vehicles and validates quarterly reports submitted by grantees by compiling, analyzing, and verifying quarterly information in the Webgrants program. Assists local agencies in submitting data to National Transit Database.
- Compiles and maintains performance indicators for in-house planning to provide program data for external customers, identify problems or delays that may affect project completion, and provide required information to federal agencies.
- Identifies controls to ensure the timeliness, accuracy, and regulatory compliance of financial activities by researching and analyzing problems and recommending solutions.
- Reviews accounting and other related systems to ensure that transactions are correct and accurate. Evaluates financial transactions to ensure financial activities are processed in an accurate and timely manner. Develops and recommends corrective actions to appropriate parties.
- Reconciles and requests adjustments to SABHRS and internal accounting systems to ensure the integrity and accuracy of accounting data and transactions
- Prepares various financial schedules and reports by compiling, manipulating, and collecting fiscal data. Reviews and interprets State and federal accounting and reporting guidelines and develops reporting functions.

- Prepares monthly, quarterly, and annual financial reports for all programs administered by the Section to provide necessary information and to ensure compliance with reporting requirements.
- Monitors subrecipients' operations and activities to ensure compliance with federal reporting requirements.

PLANNER IV - LEVEL 2.1

Planning Services - 60%

- Develops transit projects for Federal Transit Administration and State grant programs to meet the needs of local communities as well as state and federal funding requirements.
- Solicits funding proposals from rural public transit agencies to disburse Federal Transit Administration (FTA) funds for operating and capital assistance projects. Coordinates with applicants to provide guidance and technical assistance; analyze and interpret eligibility criteria, funding objectives, administrative requirements, and other parameters.
- Evaluates processes for proposals to assess individual applicant needs. The position may provide formal recommendations or final selection determinations based upon specific grant requirements.
- Researches and analyzes populations of transit riders. Correlates data with transit provider locations and service areas to serve as a basis for funding determinations.
- Provides guidance and technical assistance to local agencies in the design and operation of transit systems.
- Plans and conducts on-site reviews with transit providers to monitor program compliance with State and federal regulations, policies, and procedures. Identifies deficiencies and provides guidance and technical assistance as necessary to resolve or prevent problems.
- Monitors fiscal and program operations of each grant-funded project, prevent cost overruns, track grant activities, and identify and resolve problems.
- Maintains liaisons with the federal, state, local, and tribal agencies to ensure effective communication and coordination among multiple interests.
- Develops and delivers training workshops related to transit industry issues.
- Attends local transportation advisory committee meetings on behalf of MDT to provide technical support on related local transportation issues.

Program Management and Reporting - 40%

- Monitors useful lifecycle of transit vehicles and validates quarterly reports submitted by grantees by compiling, analyzing, and verifying quarterly information in the Webgrants program. Reviews quarterly reports and verifies numbers submitted by grantees for accuracy, completeness, and compliance with federal and state requirements.

- Distributes funds for procuring vehicles under the capital assistance grant program to eligible projects statewide. Meets with successful proposers to develop equipment specifications, solicit bids from vendors, and recommend final bid selections. Inspects equipment on delivery to ensure that equipment and vehicles meet all specifications as bid.
- Monitors quarterly reporting of drug and alcohol data to ensure compliance with federal regulations. Reviews, approves and submits annual Drug and Alcohol MIS information.
- Develops reports and public presentation materials in support of the FTA and the multimodal transportation planning process.

PLANNER V - LEVEL 3.0

Planning Services - 60%

- Independently oversee, manage and coordinate transit projects for FTA and State grant programs to meet the needs of local communities as well as state and federal funding requirements.
- Solicits and manages funding proposals from rural public transit agencies to disburse Federal Transit Administration (FTA) funds for operating and capital assistance projects. Coordinates with applicants to provide guidance and technical assistance; analyze and interpret eligibility criteria, funding objectives, administrative requirements, and other parameters.
- Evaluates processes for proposals to assess individual applicant needs. The position provides formal recommendations or final selection determinations based upon specific grant requirements.
- Researches and analyzes populations of transit riders. Correlates data with transit provider locations and service areas to serve as a basis for funding determinations. Prepares reports based on the results.
- Serves as a planning liaison to provide guidance and technical assistance to local agencies in the design and operation of transit systems.
- Coordinates, plans and conducts on-site reviews with transit providers to monitor program compliance with State and federal regulations, policies, and procedures. Identifies deficiencies and provides guidance and technical assistance as necessary to resolve or prevent problems.
- Monitors fiscal and program operations of each grant-funded project, prevent cost overruns, track grant activities, and identify and resolve issues. Assists lower level planners in resolving issues.
- Maintains liaisons and coordinates meetings with federal, state, local, and tribal agencies to ensure effective communication and coordination among multiple interests.
- Facilitates, develops and delivers training workshops related to transit industry issues.

- Attends local transportation advisory committee meetings on behalf of MDT to provide technical support on related local transportation issues. Speaks on behalf of MDT in formal settings related to department processes and federal regulations.

Program Management and Reporting - 40%

- Monitors and provides guidance to lower level planners on the useful lifecycle of transit vehicles and validates quarterly reports submitted by grantees by compiling, analyzing, and verifying quarterly information in the Webgrants program.
- Independently distributes funds to eligible projects statewide and procures vehicles under the capital assistance grant program. Meets with successful proposers to develop equipment specifications, solicit bids from vendors, and recommend final bid selections. Inspects equipment on delivery to ensure that equipment and vehicles meet all specifications as bid.
- Manages and oversees quarterly reporting of drug and alcohol data to ensure compliance with federal regulations. Reviews, approves and submits annual Drug and Alcohol MIS information.
- Develops and presents reports and public presentation materials as assigned by the Transit Section Supervisor in support of the Federal Transit Administration and the multimodal transportation planning process.
- Researches and writes technical reports and planning documents for transportation planners and operators.
- Coordinates the development of transit elements of the bureau's Legislative briefing papers to guide MDT managers on Department-related issues presented before the Legislature.

Supervision

The number of employees supervised is: N/A

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

Physical and Environmental Demands:

- Lifting (less than 25 lbs.)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project location
- Communicate in writing, in person, and over the phone
- Occasional bus inspection requires crouching, bending, reaching, stooping

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of the principles and practices of transportation planning; public administration; project management, budgeting, and planning; statistical and demographic analysis methods; economics; and State and federal laws and regulations pertaining to Division programs and operations (e.g., Titles 23 and 49 USC, Title 60 MCA, MEPA/NEPA requirements, etc.). This position also requires specialized knowledge of federal-aid transportation programs, eligibilities, and reimbursement; organizational functions, operations, and relationships within MDT; and local and tribal government operations.

This position requires skills in budgeting, program management, project implementation, and administering a variety of project objectives and requirements; and written and verbal communication.

Minimum Qualifications (Education and Experience):

PLANNER II - LEVEL 1.1

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management or a related field.

This position does not require any related work experience.

PLANNER III - LEVEL 1.2

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management or a related field.

This position requires a minimum of 1 year of related work experience.

PLANNER IV - LEVEL 2.1

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management or a related field.

This position requires a minimum of 3 years of related work experience.

PLANNER V - LEVEL 3.0

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management or a related field.

This position requires a minimum of 4 years of related work experience.

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

Special Requirements:

- Fingerprint check
- Valid driver’s license
- Background check
- 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: Transportation Planner

Job Code Number: E39011, E39012 and E39013

Pay Levels: 1.1, 1.2, 2.1, and 3.0

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

