

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: Business Solutions Lead

Position Number: 20018

Location: Helena Department: Transportation

Division and Bureau: Director's Office

Section and Unit: Business Solutions Office

Job Overview:

This position is responsible for leading a team to assist MDT's Executive Leadership in strategic planning and development, project management, resource planning, and change management. This will enable the agency to utilize cross-functional talent to enable innovation, collaboration, and execution of MDT's strategic initiatives to deliver quality solutions at an enterprise level. Responsible for evaluating MDT's strategic goals, developing or evaluating proposed strategies to achieve strategic goals, and providing the agency with a toolkit to execute strategies and navigate the necessary changes to demonstrate success. This position reports to the Deputy Director, supervises 4 employees, and indirectly supervises 3 employees.

Essential Functions (Major Duties or Responsibilities):

Executive Operations – 40%

- Serve as a member of the Administrative Staff that consists of the Director, Deputy Director, and Division and District Administrators.
- Establishes, coordinates, and evaluates portfolio and project plans and implementations to successfully execute the agency's annual plan.
- Advises the Director's Office concerning agency policies, programs, risks, opportunities, and activities.
- Provides overall policy direction and control for projects included in the agency annual plans.
- Monitors the status of projects and initiatives to ensure alignment and advancement of agency goals and objectives.

- Coordinates with the Director's Office, Division and District Administrators and other stakeholders on policy and implementation efforts.
- Evaluates existing and upcoming state plans, initiatives, and systems for improvement.
- Identifies and promotes needed organizational policy or operational changes.
- Monitors legislative activity on department programs and/or initiatives. Monitors legislative implementation plans and assists with testimony preparation.
- Develops, manages, and delivers internal communications about strategy execution, initiatives and other pertinent information.

Program and Agency Change Initiatives – 40%

- Provides policy research, analysis, evaluation, and coordinates implementation of agency initiatives.
- Provides input and content for the department annual plan.
- Reviews relevant studies and programs that may be potential best practices for incorporation into MDT programs.
- Works closely with the CIO to ensure areas of collaboration and innovation in technology are considered.
- Provides support and resources to agency leadership, managers, and staff for change management practices.

Staff Supervision – 15%

- Directly manages professional staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions. Enforces disciplinary policies to ensure consistency in application of disciplinary actions. Ensures that Section staff complies with State and Departmental personnel rules, regulations and policies. Resolves grievances at the lowest level whenever possible.

Other Duties – 5%

Performs a variety of other public relations activities as assigned by the Deputy Director and Director in support of MDT's mission and objectives.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: 4

The position number for each supervised employee is: 40067, 14007, 21045, 07002,

Physical and Environmental Demands:

- Works in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of state government structures, functions, and programs that govern the operation of transportation programs.
- Knowledge of public administration including the legislative process and management of programs with statewide impact.
- Knowledge of project management and project management leadership.
- Leadership ability.
- Ability to manage multiple and competing high-profile, sensitive, or controversial issues.
- Ability to develop and implement innovative and unconventional approaches to challenging situations.
- Ability to establish credibility and use data to directly persuade or convince others to support an idea or direction.
- Ability to build effective networks of governmental relations that support programs administered.
- Ability to handle sensitive and high-profile situations with internal and external stakeholders.

Minimum Qualifications (Education and Experience):

List the required education and experience required for the first day of work, including alternative methods of acquiring minimum qualifications

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in management, business administration, project management, communications, or a related field.

This position requires a minimum of 6 years of progressively responsible experience in project, program, or portfolio management, analytics, organizational review, or a related field. This position requires a minimum of 4 years of supervisory experience.

Certifications, licensure, or other credentials include: Project Management Professional (PMP) certification is preferred.

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 |
| none 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 Supervisor Job Code Number: B1J03M

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 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:

Signature	Title	Date
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