

# 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: Commitment Management Bureau Chief**

**Position Number: 20033**

**Location: Helena**

**Department: Transportation**

**Division and Bureau: Administration Division, Commitment Management Bureau**

**Section and Unit: N/A**

### **Job Overview:**

The Commitment Management Bureau Chief is responsible for establishing and overseeing financial planning processes such as budget development and monitoring, the Tentative Construction Plan, the Financial Status Report for the agency, long-range financial planning, future transportation funding solutions. Responsible for setting budgeting, federal funds management, procurement and motor fuels tax administration procedures according to established policy and law. Conducts financial monitoring to ensure cost efficiency and compliance within the Bureau. Ensures Department compliance with state and federal regulations and aligns established Division goals, objectives and priorities to accounting operations. This position is responsible for overseeing the 4 sections within the bureau and directly manages 5 employees.

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

#### **State Appropriation Management – 35%**

- Provides oversight of the department's budget activities to ensure the budget is developed in accordance with the agency's mission and goals, as well as the Executive Branch's budget strategies.
- Provides direction to the State Appropriations Management Section and the department's budgetary programs in the planning, organizing, developing and analyses and evaluation of department budget strategies.
- Ensure the balanced biennial budget request is based on program needs, both current and future, personal services needs, FTE resource needs, and within the available federal and state revenue sources.

- Communicates with the Governor's Budget Office and the Legislative Fiscal Division on a regular basis in preparation for each Legislative Session and during the interim.
- Provide executive level support for subcommittee hearings and testimonies, guides the development of fiscal notes, ensures the requested budget is written into legislation as passed during executive action, monitors other fiscal related legislation and informs senior level management of any issues that may arise.
- Responsible for establishing the Department's budgeting processes and procedures in compliance with MDT, state and federal procedures and policy, assigns staff functions and assists the Accounting Services Bureau with establishing internal controls standards and Division/District policy and procedures.
- Develop budget development goals and strategies based on general guidance from the Director's Office and OBPP.
- Continuously monitors agency budgets and communicates budgetary issues to the Administrative staff through the Financial Status Report as well as through direct communication as needed.

### **Federal Funds Management – 25%**

- Interprets FHWA federal funds management guidance, along with authorization bills for the FHWA federal -aid program to determine if new policies or procedures need to be written or put into practice.
- Coordinates writing white papers on changes to previous FHWA legislation or newly authorized programs.
- Determines when contingency planning measures should be implemented to ensure full project delivery and full obligation of the federal-aid program.
- Provides innovative recommendations to senior level management on leveraging federal funds and using state match resources to support the department's project delivery plan.
- Facilitates the Department's Tentative Construction Plan process by interpreting senior management objectives and direction and coordinating with numerous Administrators and their staff to develop a cross-divisional process that is timely, accurate and appropriate.
- Understands the connection to the state appropriation process to ensure state legislative appropriations are adequate to deliver the federal-aid program.
- Continuously communicates the status of the agency's federal funding by projecting federal obligation authority to be received, ensuring federal funds are applied and obligated to projects in accordance with MDT and FHWA procedures and policy, determining current and upcoming obligations of funds to calculate projected lapses, shortfalls or surpluses and recommend appropriate action.
- Develops solutions to procedural problems based on analysis of business processes.

## **Transportation Funding and Finance – 25%**

- Drafts legislation as necessary to adequately administer fuel tax revenue collections.
- Assesses and mitigates risk to the department related to federal and state transportation funding strategies.
- Participates in regional and national research studies/coalitions related to the future of transportation funding.
- Reviews long-range planning documents for various funds managed by the department. Analyzes and interprets all sources of revenue and expenditure data and evaluates the health of each fund in order to provide recommendations to senior level management on ways to ensure the long-term stability of the fund(s).
- Coordinates with other state agencies or federal partners on the utilization of department funding for innovative projects that have impacts beyond the department.
- In conjunction with the Accounting Services Bureau, examines cash inflows and outflows and evaluates the department's cash management procedures and makes recommendations to senior management on cash management strategies.

## **Procurement Management – 5%**

- Ensures requisitions, solicitations, and contracts or purchase orders are prepared in accordance with the Montana Procurement Act and within established purchasing thresholds.

## **Staff Performance - 10%**

- Coordinates the operations of Bureau staff, establishes goals, priorities and allocates available equipment, materials, training, funds and staffing.
- Delegates authority to subordinate managers and holds them responsible for performance of their organizational section.
- Ensures uniformity of all position class specifications, job profiles and compliance with the collective bargaining agreements. Evaluates overall work performance and initiates corrective action as required for section supervisors and subordinates.

## **Supervision**

The number of employees supervised is: 5

The position number for each supervised employee is: 13007, 20034, 24003, 20035 and 21056

## **Physical and Environmental Demands:**

- This position works in a typical office environment.

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

- Develops and establishes professional working relationships with other Department staff, OBPP, LFD and other State agencies. Ability to apply expert, comprehensive, advanced knowledge of the theory, principles, practices and techniques of fiscal management.
- Requires knowledge of the concepts and theories of government finance, fiscal administration, budgeting, accounting, public administration, economics and statistics. Knowledge of State and federal regulations, generally accepted accounting principles (GAAP), Governmental Accounting, Auditing and Financial Reporting requirements; Government Accounting Services Board (GASB).
- Ability to apply extensive knowledge of management concepts and practices which include establishing goals and objectives, developing work plans, coordinating operations, program planning, organizational planning, personnel management, program implementation and evaluation.
- Knowledge of Department of Transportation and State personnel procedures and policies, employment law, program requirements, personnel management practices and techniques and the state accounting system (SABHRS). Knowledge of legislative processes, strategic planning principles and federal funds management.
- Preferred: Knowledge of the Federal-aid Transportation Program including its structure, regulations, eligibilities, inter-governmental relationships, administrative practices, budgetary cycles and practices, funding formulas, relationships between Titles 23 and 49 United States Code, Title 23 of the Code of Federal Regulations, Title 60 Montana Code Annotated and Transportation Commission and Department Policy.
- Ability to build consensus within groups on controversial issues, but also enforce standards when appropriate.
- Ability to assess and solve complex accounting issues and problems, devise methodologies and solutions, perform analyses and relate relevant information. Must be able to clearly and concisely form and express ideas and concepts, interpret technical information and findings to varied audiences.

### **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 or a related field.

This position requires a minimum of 5 years of related experience. This position requires a minimum of 3 years of supervision.

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 checked="" 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.

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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: Financial Manager      Job Code Number: A3301B**

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 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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