

# 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: MCS Division Administrator    Position Number: 22038                      Location: Helena**

**Department: Transportation    Division and Bureau: Motor Carrier Services**

**Section and Unit: n/a**

### **Job Overview:**

The Motor Carrier Services Division Administrator is responsible for managing agency planning programs and functions through subordinate Bureau Chiefs and staff. In addition to managing the programs and budgets of the division, the position is a member of the agency's Senior Leadership Team, setting overall goals, priorities and operating plans for and within MDT.

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

#### **Senior Executive-level Program administration - 60%**

- Provides executive analysis, oversight, and direction for statewide and international commercial motor carrier activities. Assesses statewide commercial transportation needs and develops and executes the strategic plan for the Motor Carrier Service Division in conjunction with other constituents and organizations throughout the state and nation.
- Montana's senior point-of-contact on local, state, national, and international CMV issues and is a member of MDT's senior leadership team establishing policy and direction for the Motor Carrier Service as a Division and MDT as a Department.
- As Montana's commercial and agricultural transportation executive, contributes to, and provides consultation with national government and national industry representatives to produce and field national safety policies, assessments, and awareness programs supporting commercial vehicle operations. Coordinates with Federal Motor Carrier Safety Administration officials to exchange information on commercial vehicle accidents, identify and resolve compliance deficiencies, and ensure Montana's commercial vehicle

transportation systems and programs meet federal safety, maintenance, and service standards.

- Participates on numerous local, state, national, and international boards, advisory councils, committees, and other decision-making organizations to establish protocol, policy, and direction on Commercial Motor Vehicle issues which may often conflict with the desires of the legislature or other political bodies and/or top-level public policy.
- Following the MDT Director's lead, manages the division as an executive-level Administrator, recommends legislation to the Legislature and the Governor, and makes final agency decisions on matters within scope of authority. Represents the division and department with the legislature, proposing, justifying, and defending legislation, rules, and budgets that affect statewide commercial and agricultural transportation development, improvement, and service.
- Approves strategies and establishes goals and objectives to maximize statewide commercial transportation safety through legislative, educational, and service initiatives. Maintains and improves availability of commercial motor carrier services throughout Montana and its rural communities; and ensuring the effective maintenance and overall safety of Montana's statewide state-owned weigh scales, fixed assets, and related facilities. Makes approval decisions based on uncertain or unknown future technology changes and industry developments with a large degree of frequent change and public interest.
- Forms division programs meeting needs outlined in top-level executive plans, continually assesses program effectiveness and impact on the state's commercial transportation system, and determines areas to improve program efficiency and enhance services.
- Identifies potential CMV transportation problems and develops solutions using innovative management policies and applications. Negotiates support for solutions through consensus building with other MDT, and state agency executive management personnel, private industry, the legislature, the U.S. Congress, and federal agency representatives.
- Conducts advanced research of multiple information sources to develop an understanding of complex, critical, and controversial state, national, and international issues. Decides best course of action on multiple conflicting recommendations based on extensive, diverse, conflicting data.
- Ensures protection of the traveling public from unsafe drivers and unsafe commercial vehicles and their standard and hazardous cargo through management of professional size, weight, and safety enforcement; registration, licensing, and permitting of state and federal commercial motor vehicles and drivers following safety laws and regulations required of the commercial motor carrier industry to ensure annual certification by the Federal Highway Administration (FHWA) thus qualifying Montana to receive 100% of available Federal construction funding.

- Administers Montana's Motor Carrier Safety Assistance Program (MCSAP) program so as to ensure annual certification by the Federal Motor Carrier Safety Administration (FMCSA) thus qualifying Montana to receive 100% of available Federal construction funds.
- Administers many other programs including Montana's Heavy Vehicle Use Tax (HVUT) program, Montana's fuel tax evasion enforcement program, the International Registration Plan (IRP), Montana's ITS/CVO (Intelligent Transportation System/Commercial Vehicle Operations) Program, and the Federal Commercial Vehicle Information System Network (CVISN) program; while also administering service, project and technology contracts and agreements with other states and foreign countries

### **Division Administration - 20%**

- Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with program managers and staff; personal review of human resource program design, implementation, and outcomes; ongoing monitoring and management of Division operations; and through discussions with other MDT managers and staff. Monitors compliance with established policies in all Bureaus and programs and reviews and approves atypical or developmental methods and procedures.
- Provides direction in the budget process by reviewing allocations and expenditures and determining major issues pertaining to program compliance and performance. Ensures program compliance with Federal, State, and Agency laws, regulations, and policies by reviewing current policies and practices in relation to state and federal mandates and applicable legislation and mission mandates.
- Determines and fulfills equipment procurement needs of the Division, including responsibility for developing or approving specifications, ensuring compliance with Department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into Division practices to ensure maximization of resources.
- Administers contracted services to ensure the overall quality, compliance, and cost-effectiveness of services.

### **Staff Management - 20%**

- Model the values and behaviors expected of the entire Administration Division Staff.
- Conduct staff meetings, disseminate information, and promote the free exchange of ideas and insights to support and advance division goals.
- Implement a division workforce development, staffing, succession planning, career ladder, and professional development plan to ensure adequate staffing, expertise, and skills are available to meet current and future agency business needs.
- Implement effective change management practices throughout the division.

- Support and coach the division's bureau chiefs and hold them accountable for their performance through annual performance reviews and other appropriate methods. Provide training, guidance, and mentoring necessary to ensure that the bureau chiefs have the capabilities required for their roles.

### **Supervision**

The number of employees supervised is: 4 direct reports, approximately 120 FTE indirect reports.

The position number for each supervised employee is: 22019, 22135, 22063, 22018

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

Duties are performed in a typical office environment.

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

Extensive knowledge of the concepts and theories of public administration, program planning, and project administration. Knowledge of motor vehicle licensing laws and regulations; the Motor Carrier Fuel Tax Act; the rules, regulations, audit requirements and operating procedures mandated by the International Fuel Tax Agreement, the International Registration Plan, and the Single State Registration System; administration of projects directly related to the programs for which the position is directly responsible; interstate and international reciprocity agreements; legislative and administrative rule requirements and processes; and Montana statutes.

Extensive knowledge of federal and state statutes and rules regarding the operation of commercial and agricultural vehicle and driver laws, rules, and regulations. Including hazardous materials, vehicle equipment, driver qualification and regulations, and carrier regulations.

### **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, Finance, Political Science, Public Administration, Psychology, Communications, Civil Engineering, or other related fields.

This position requires a minimum of 6 years of related experience. This position requires a minimum of 4 years of progressively responsible management experience.

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*

- Fingerprint check
- Background check
- none Union Code
- Valid driver's license
- Other; Describe
- 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: Business Executive      Job Code Number: A3101E**

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:**

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**Signature**

**Title**

**Date**