

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: Research Programs Manager

Position Number: 40067

Location: Helena

Department: Transportation

Division and Bureau: Engineering Division / Engineering Operations Bureau

Section and Unit: Research Section

Job Overview:

This position serves as the Department's Research Programs Manager. The position is responsible for developing, managing, and administering the operations and activities of the Research Program, the Experimental Projects Program and the Technology Transfer Program, as well as the Department's library and related services. The Research Programs' services are provided to the entire Department. The position directs the development and implementation of methods, policies and technologies to address statewide transportation issues within state and federal requirements and regulations. The position administers the Research Programs budget and policies. This position is also responsible for formulating state and national policy recommendations.

The position reports to the Engineering Operations Manager (#60082) and directly supervises two (2.0 FTE) professional staff.

Essential Functions (Major Duties or Responsibilities):

Research Programs Development, Management and Administration – 65%

Directs and oversees the planning, development, implementation, and operation of the Department's Research Projects Program, Experimental Projects Program, and Technology Transfer Program in an ever changing environment to ensure quality, efficiency and effectiveness. Develops the objectives for the three programs and ensures they are met.

- Proactively evaluates Department needs to develop, propose and justify research initiatives that offer substantive results for program development, operations and implementation.

- Directs the preparation of reports, proposals, summaries, instructions and procedures related to research and ensures sound scientific principles, judgment, and business practices are incorporated.
- Directs and monitors the development of research tools to ensure they are efficient, cost-effective and can integrate effectively with Department-wide systems.
- Promotes and monitors the statewide implementation of research findings, new procedures and evolving technologies that consider long-range program objectives, fiscal limitations and staff competencies.
- Evaluates effectiveness of programs through the development of performance measures and determination of metrics that are relevant, measureable and tie back to benefits.
- Assesses and directs the assessment of current and evolving research and experimental strategies, methods, technologies, regulations, standards, industry trends, needed resources and other factors impacting research, development and technology transfer (RD&T).
- Analyzes, evaluates and develops proactive and innovative processes for implementing new methods, strategies and evolving technologies.
- Chairs the Department's Research Review Committee to advise the Director, Deputy Director, and Division and District Administrators of viable research projects, ensure RD&T efforts meet the needs of the Department, evaluate economic and political impacts of various alternatives and determine courses of action for managing research projects and implementing appropriate findings, procedures and technologies.
- Serves as the Department's designated liaison with various state, federal, and national transportation organizations and programs (e.g., AASHTO Research Advisory Committee (RAC), Transportation Research Board (TRB), and National Cooperative Highway Research Program (NCHRP)) to formulate and promote effective policies, standards and specifications related to research and development efforts.
- Serves as the Department's primary authority and executive advisor in research strategies, methodologies, and analyses.
- Coordinates, collaborates and negotiates with state and national transportation authorities and organizations (e.g., MDT, FHWA, AASHTO, TRB other state DOTs) to evaluate concurrent or complementary research projects.
- Provides information for the preparation of biennial budgets by developing recommendations that consider annual fiscal operational plans and anticipated initiatives, programs, projects and expenditures.
- Monitors programs' expenditures to ensure federal and state funds are allocated as designated, budgets and appropriations are not exceeded, and Department resources are used in the most efficient manner possible.
- Develops recommendations for staffing and equipment needs.

Portfolio, Program and Project Management and Delivery – 20%

Actively manages the portfolio of research programs and projects, applying recognized portfolio and project management principles, methodologies and practices to maximize effectiveness and the contribution of the components to the overall needs of the Department.

- Identifies, prioritizes, authorizes, manages and controls programs, projects, and other related work to achieve specific strategic business objectives and managing risks.
- Directs the preparation of reports, proposals, summaries, instructions and procedures related to research projects, programs and the research portfolio to ensure sound judgment and business practices are incorporated.
- Determines the need for and oversees the development, negotiation and approval of research contracts.
- Oversees the monitoring of research contracts by Research Project Managers and reviews and approves scope of work revisions and amendments.
- Develops and directs the development of innovative program and project strategies to provide viable solutions and alternatives to the most complex and often unprecedented issues affecting statewide transportation objectives, practices, systems, and technologies.
- Develops portfolio and project performance measures; determines metrics that are relevant, measureable and tie back to the benefits.
- Manages consultants that administer research projects.

Staff Management – 10%

Directly supervises two (2.0) professional FTE staff: the experimental project manager and the Department librarian and technology transfer specialist.

- Develops and monitors overall work plans, priorities and procedures, and monitors progress through meetings and consultations.
- Conducts staff meetings, disseminates data and promotes information exchange for support and advancement of Division and Department goals.
- Monitors and evaluates the performance of all positions supervised and completes performance evaluations.
- Develops and recommends rotational assignments to develop versatility and cross training among personnel in the Section.
- Determines training needs and develops training plans for Section staff
- Identifies staffing needs and recruits and hires employees.

Other Duties as Assigned – 5%

Supervision

The number of employees supervised is: 2

The position number for each supervised employee is: 40107, 40032.

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel to national conferences and meetings.

Knowledge, Skills and Abilities (Behaviors):

Knowledge:

- Knowledge of the concepts and theories of business management, public administration and program development and management
- Scientific methodologies and research strategies
- Analytical methods and technologies
- Statistical methodologies and analysis
- Program and project management principles, methodologies, and practices
- Highway engineering principles
- Contract administration and procurement processes
- Budget development and management

Skills and Abilities:

- Ability to deal with changing priorities, technology, policy, regulation, due dates, etc.
- Ability to meet inflexible deadlines
- Ability to multi-task
- Analyzing – Inductive and Deductive Reasoning
- Decision making
- Creative thinking and problem solving
- Ability to develop and maintain effective working relationships
- Demands for accuracy in all aspects of work
- Effective, professional communicating in writing, in person and over the phone, including conference presentations, writing technical reports, and translating technical information to varied audiences
- Critical thinking
- Results oriented
- Negotiation, facilitation and persuasion
- Coaching and mentoring

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, engineering, science, transportation or closely related field.

This position requires a minimum of 4 years of experience in research, engineering, organizational management, strategic planning, business process analysis, program management or project management. This position requires a minimum of one year of supervision experience.

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
- Valid driver’s license
- Background check
- 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.

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: Research Analyst Supervisor Job Code Number: C2301M

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

Human Resources:

Tiffany Thornton HR Generalist August 19, 2021

Signature Title Date