

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: Technology Transfer Specialist Position Number: 40107 Location: Helena

Department: Transportation

Division and Bureau: Highways and Engineerig Division/Engineering Operations Bureau

Section and Unit: Research Section

Job Overview:

This position serves as MDT's Technology Transfer Program Specialist and is responsible for coordinating the ongoing development and administration of multiple libraries, systems, and services. The Technology Transfer Program includes the development and management of the Department's library, conduct of peer exchanges and literature search services, and the development of newsletters, research seminars and symposia, and other outreach materials. This is a solo librarian position, including administration, technical and public services, outreach, and training. The position is responsible for providing effective; cataloguing and classification; access, circulation, and security; research assistance; training; and other services. The position is also responsible for coordinating ongoing budget and accounting functions of the Technology Transfer Program; developing and coordinating a range of communication and outreach activities and materials; and performing a variety of other duties as assigned. The position reports to the Research Programs Manager and does not directly supervise others.

Essential Functions (Major Duties or Responsibilities):

Library Development and Administration - 75%

- Develops plans, policies, procedures, and priorities for MDT libraries to provide effective library services for Department-wide staff and programs.

- Develops, implements, maintains, and coordinates systems and procedures for library access, cataloguing, research/reference, circulation, security, information sharing, and other services.
- Evaluates the needs of library clients, existing business practices, new technologies, and other factors to establish systems and procedures that maximize library resources in meeting changing service demands.
- Develops, implements, maintains, and coordinates a cataloguing and classification system for various MDT libraries to provide efficient access, circulation, and maintenance of collections.
- Coordinates with program staff, information systems specialists, other Library managers and staff, and others to ensure that systems are effective in meeting client needs.
- Develops and manages library collections and resources by coordinating the selection and procurement of physical and virtual materials; overseeing circulation procedures; and coordinating library updates, consolidation, disposal, and other maintenance activities.
- Evaluates information needs of various programs and recommends acquisitions based on specific needs and available information sources.
- Provides professional specialized research services to provide timely, accurate, and applicable information and assistance to clients.
- Analyze client needs through research interviews; researching scientific, technical, legal, and other information sources to extract, evaluate and compile the most accurate and applicable information; disseminating information to clients; and providing guidance and technical assistance on information materials and tools.
- Research services, literature searches include physical, database, and web-based information sources.
- Develops and delivers training and technical assistance to ensure that clients are familiar with library systems, tools, and procedures.
- Evaluates client needs, operational changes, and other factors to develop information materials related to library access and security, web-based tools, research services, cataloguing and classification systems, and other issues.
- Provides library orientation to new clients and offers specialized training and technical assistance on specific issues (e.g., navigation tools, data reporting, etc.).
- Assesses the effectiveness of library operations and services to maintain efficiency, quality customer services, and cost-effectiveness.
- Analyze library operations, resources (i.e., human, material, and financial), and customer feedback; evaluating other transportation libraries and systems; and developing and implementing enhancements.
- Communicates changes with MDT managers and clients to promote benefits and resolve concerns.

Technology Transfer Program Budgeting and Accounting – 10%

- Provides information on the Technology Transfer Program for the preparation of the Research Section's biennial budgets.
- Forecast annual expenditures based on factors such as historical expenses, proposed initiatives and ongoing activities, types of planned projects, inflation, procedural changes, and other factors.
- Develops recommendations for budget allocations and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
- Develops the Technology Transfer Program expected expenditures based on system development activities, technologies, resource requirements (i.e., human, material, and financial), vendor services, and other factors.
- Monitors project expenditures to maximize resources and ensure appropriate and necessary expenditure of funds.
- Provides expenditure reports to the Research Programs Manager to assess budget deficiencies, allocations, trends, and anomalies and resolve problems.
- Monitors Technology Transfer Program expenditures to ensure that money is allocated as designated and tracks funding levels.
- Reviews all requisitions, expense claims, vendor claims, etc. for the Technology Transfer Program to ensure expected expenditures are not exceeded and Department resources are used in the most efficient manner possible.
- Develops and manages contracts for services to ensure conformance with terms and conditions of various agreements, track and report on project progress, and resolve technical or procedural problems.
- Coordinates procurement processes for the Technology Transfer Program, including responsibility for developing specifications, developing expenditure justifications and submitting requests to the Research Programs Manager, and integrating equipment into Section practices to ensure maximization of resources.
- Reviews and processes vendor claims and payments to ensure accuracy and timeliness.
- Review invoices and payment terms, and verifying goods and services received.
- Identifies and notifies Research Programs Manager of errors and discrepancies.

Communication and Outreach – 10%

- Develops and produces a variety of information and outreach materials, includes writing and packaging (e.g., brochures, newsletters, reference cards, etc.) to promote new library systems and services; inform clients of procedural or technological changes; update people on new research methods and resources; and share other information.
- Develops and maintains the research website to enhance the accessibility, efficiency, and cost-effectiveness of research services.

- Develops a variety of technical reports, abstracts, and research summaries to provide accurate and complete information to clients and cooperators, includes writing and packaging.
- Analyzes source data (e.g., project plans, research findings, references, etc.), consults with project teams and specialists (e.g., engineers, accountants, attorneys, etc.), and develops reports according to specific client needs and project requirements.
- Develops, maintains and/or delivers technical and research presentations to explain and justify methods, procedures, outcomes, and implications of specific projects.
- Designs presentations using PowerPoint, statistical representations, printed and online media, and other tools as appropriate.
- Manages and maintains the Department's involvement with the national TRID, RIP, WTIS, and Federal Databases to ensure that MDT's research programs, projects, and publications are included and available.
- Monitors database entries to determine research trends, gaps, duplications, etc. and adjust projects accordingly.
- Coordinates with other DOT libraries to address MDT's needs and promote effective library practices
- Represents MDT's Research Section at a variety of meetings and events (e.g., technical panels, research teams, professional conferences, etc.) to promote cooperation and consensus on issues affecting MDT libraries.
- Exchanges information on library systems, tools, procedures, and resources.

Other Duties – 5%

Performs a variety of other duties as assigned by the Research Programs Manager to support program goals and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

This position functions in a typical office environment

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of the theories, principles, and practices of professional library administration, a thorough knowledge of library science; advanced research strategies; and technical and statistical analysis. The position also requires knowledge of budgeting and accounting, business and technical communications project planning, customer service standards, desktop publishing, integrated library systems, and data management tools and techniques.

The position requires skill in managing complex and varied research projects; developing and analyzing technical references and reports; communicating well in writing, by phone, and in-person with people of varied technical levels; managing multiple tasks and workflow; and maintaining project goals, timelines, and standards.

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 a Masters’ in Library Science and Information (MLIS) from an ALA accredited institution.

This position does not require additional experience. However, experience in a transportation, engineering, research-based academic field or special library is preferred.

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 type="checkbox"/> Background check | <input type="checkbox"/> 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: Librarian 2

Job Code Number: H42012

Pay Band: 2

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