

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: District Administrator **Position Number: 59001, 53013, 57006, 55003, 51009**

Location: Billings, Butte, Glendive, Great Falls, Missoula District

Department: Transportation **Division and Bureau: District Offices**

Section and Unit:

Job Overview:

This position is the District Administrator for one of five districts statewide and its subordinate area office(s). The position is responsible for providing executive planning and guidance for MDT operations and services in the assigned District; representing the agency, projects, and initiatives to governmental bodies, industry organizations, the media, and the public; and developing, allocating, and managing the budget, equipment, staff, and other district resources. The position reports to the Chief Operating Officer of MDT and is responsible for managerial oversight of approximately 300+ FTE employees located throughout the District.

Essential Functions (Major Duties or Responsibilities):

- Direct and implement the strategic plan for the District in conjunction with constituents throughout the state.
- Administer operational policies and project delivery strategies for the District to ensure administrative and operational objectives are met.
- Plan and direct the District's participation in the federal aid and secondary road programs.
- Oversee and coordinate the implementation of business, construction, and maintenance process improvements to ensure MDT objectives and project commitments are met within existing or decreased staff and other resource constraints.
- Develop, review, and recommend implementation strategies for new construction equipment, materials, technology and advancements related to highway engineering, construction, and maintenance activities that may affect current and future projects.

- Provide dispute resolution to resolve complex operational and administrative problems encountered by project managers, program managers, and district staff. Integrate district plans with broader agency objectives, develop and assess viable alternatives, and ensure consistent application of MDT policies and procedures within various program functions.
- Provide expert opinions and respond on behalf of the Department to proposed state and federal regulations and legislation affecting the district (e.g. Highway 93, US 2, Marysville, etc.).
- Maintain liaison with the Federal Highway Administration, other MDT divisions, and state, local, and tribal agencies.
- Communicate with, and respond to district issues brought forth by, state and United States legislative representatives throughout the year.
- Participate in legislative subcommittee, advisory council, and Transportation Commission meetings to interact with them in sensitive, adversarial, and emotion-charged situations to garnish support for MDT's position, debate and defend MDT's position and to persuade and negotiate on MDT's behalf. Work within the unique environment of each board, council, etc., to present, defend and negotiate on MDT's behalf and to further MDT's position.
- Develop, allocate, manage the budget, equipment, and other resources (e.g. information systems) of the District to ensure the state and federal resources are used in the most cost-effective and efficient manner possible, and to ensure District compliance with state and federal regulations and the agency mission.
- Monitor district budgets, project financing activities, budget projections, and performance indicators to ensure program efficiency and to take corrective action as needed to ensure budget solvency and Ensure program compliance with agency, state, and federal laws, regulations, and policies for the use of funds.
- Oversee business and construction process reviews, analyses, and feasibility studies to determine the most effective and cost-efficient methods to enhance and modify existing processes.
- Administer contracts and agreements with federal and state agencies, private businesses, and other organizations to ensure compliance with state laws and regulations and ensure efficient and quality service delivery in conformance with division policies and objectives.
- Determine and fulfill equipment procurement and capital asset inventory planning and management needs of the district including responsibility for developing specifications, ensuring compliance to department procurement and inventory management practices, developing EPP budget justifications and submitting requests to Helena for submission to the legislature, and integrating equipment into district practices to ensure maximization of agency resources.
- Supervise managerial staff and indirectly manage the professional and technical staff of the District by reviewing and revising overall bureau work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Identify division staffing needs, and recruit and hire employees to ensure adequate program staffing.
- Coordinate activities with and provide information to MDT Legal, Civil Rights, and Human Resources and Occupational Safety Division staff as the Department's highest-level point of contact for district issues.
- Actively represent the MDT and the district to governmental officials, industry organizations, the media, and the public to recognize, articulate, advocate, and represent the district needs

and interests of the entire state, to disseminate accurate information, and to encourage support and cooperation for district objectives.

- Allocate FTE authority for the Right of Way Program, the Engineering Services Program, Centralized Services, and Maintenance Program to achieve the most cost-effective and efficient organizational structure to carry out district objectives and the mission of the MDT. Determine organizational structures, create positions where necessary, establish appropriate staffing levels through subordinate managers and review and approval job descriptions.
- Oversee the District's budget request, provide testimony and responses, and direct the resolution of budgetary problems (e.g., deficiencies, discrepancies, etc.) to ensure budgets reflect the current and anticipated needs and capabilities of the District.
- Perform a variety of other executive, administrative, project management, and public relations activities as assigned by the Deputy Director and in support of MDT mission and division objectives.

Supervision

The number of employees supervised is: Five to six direct reports depending on the District. Has two to three Human Resources and Occupational Safety indirect reports depending on the District.

The position number for each supervised employee is: Varies Per District

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Extensive travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Exposure to extreme weather conditions
- Mediating conflicts between irate and often hostile parties such as contractors, the public, and employees;
- Making significant decisions which affect public health and safety, often in critical situations (e.g., natural disasters).
- Making decisions in a timely manner so as to not have a negative effect on construction operations.
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of the concepts and theories of civil engineering, mathematics, the physical sciences, public administration, personnel and fiscal management, organizational theory, federal and state law and precedent, program planning and evaluation, and governmental, legislative, and public relations. The position requires a comprehensive knowledge of environmental engineering; program management; applied research methods and techniques;

contract administration principles; contract law and claims management; engineering policy; and construction safety practices. The position also requires knowledge of highway economic, safety, and efficiency issues; Engineering and Maintenance Division objectives; project planning; state, federal, AASHTO, and FHWA standards; project specifications; the Montana Materials Manual, Montana Construction Manual and Standard Specifications for Road and Bridge Design; highway construction methods and techniques; transportation planning, and design; field applications of highway engineering and construction; environmental rules and regulations; project management and documentation; construction methods and practices; and organizational theory, employment law, program requirements, collective bargaining agreements, labor relations, and personnel management practices and techniques.

The position requires skill in budgeting, management, and supervision of a large, complex work unit; communication; project implementation; and developing and administering a variety of diverse programs and functions

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 Civil engineering or a related field such as Construction Engineering Technology, Business Administration, or Public Administration.

This position requires a minimum of six (6) years of progressively responsible experience in the transportation field including experience with highway construction, maintenance, materials, bridge and road construction, project management, and contracting. This position requires a minimum of four (4) years of supervision or managerial experience.

Certifications, licensure, or other credentials include P.E. is preferred

Alternative qualifications include: Required related experience may be substituted on a case by case basis for experience/education, but this position requires 4 years' experience in a management capacity.

Special Requirements:

Other information: Predominant work involves extensive travel throughout the state (in excess of 25,000 miles annually) to attend meetings, provide project oversight, and perform related fieldwork as required. Travel demands often involve overnight stays up to several nights in duration. The position often requires significant overtime to accomplish the goals and objectives of the agency.

Predominant duties related to on-site direction of projects are performed at construction sites and emergency/disaster incidents. This work requires knowledge of safety protocols and special precautions including the use of personal protection clothing and devices, and close attention to construction site safety practices and requirements.

The position also involves conditions and demands associated with mediating conflicts between irate and often hostile parties such as contractors, the public, and employees; and with making significant decisions which affect public health and safety, often in critical situations (e.g., natural disasters).

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" 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: 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:

- | | |
|---|--|
| <input checked="" type="checkbox"/> FLSA Exempt | <input type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" 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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