

# 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: Fiscal & Motor Pool Manager      Position Number: 66317      Location: Helena**

**Department: Transportation      Division and Bureau: Maintenance/Equipment**

**Section and Unit: n/a**

### **Job Overview:**

This position serves as the Fiscal & Motor Pool Manager for the Division's Equipment Bureau (Equipment Program and State Motor Pool) and is responsible for ongoing financial planning and analysis (including budgeting, forecasting, cost accounting, and reporting), overseeing State Motor Pool operations, administering related programs, and supervising staff. The position reports to the Equipment Bureau Chief and directly supervises three employees and indirectly supervises 5 employees.

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

#### **Financial Planning & Analysis - 35%**

- Develops and oversees financial plans and financial operations for the Equipment Bureau to ensure programs are managed efficiently through cost-effective strategies, fulfill objectives, comply with regulations, and maintain ongoing program funding.
- Develops and manages the Equipment Bureau financial plan and overall financial activities to sustain optimal current and future program operations; comply with federal and state requirements; and maintain program funding objectives.
- Develops rental rates for the Equipment Bureau and for State Motor Pool to ensure adequate cash flow without earning profit. Develops an overall strategy and methodology to calculate rates, which involves evaluating and analyzing revenues, expenditures, future purchases, current and future fleet size, future market trends and economic forecasts. Submits the rental rates to the Administration Division, for review. Prepares presentations and analysis of rates for reviewers and defends rates and methodology.

- Tracks, analyzes and projects financial information to ensure the Equipment Bureau complies with federal and state regulations and laws and follows MDT policies and procedures. Formulates methodology and processes for financial projections using historical data, market trends, program knowledge and financial models. Coordinates financial information, analysis and projections with financial team and program accountant. Prepares, presents and defends financial analysis, projections, proposed program changes and suggested policy and procedure adjustments to Division Administrator, Bureau Chief and Administration Division staff.
- Develops operational and program budgets for the Equipment Bureau to ensure program quality, adequate funding for statewide program operations and activities, compliance with State and federal requirements, and optimal use of State and federal matching funds. This includes coordinating with MDT leadership to establish budget needs, define fiscal objectives, establish funding priorities, and define budget allocations; recommending Division position and actions pertaining to budget issues; prioritizing budgetary needs; and allocating funding, staff and equipment for Division programs. Evaluates and integrates financial requirements related to legislative appropriations, current and future program needs, and recommendations provided by program managers and other Division personnel.
- Manages program budgets to ensure adherence to budget allocations, develop cost projections, and determine spending guidelines and budget modifications. Reviews base year adjustments, develops budget projections and resolves discrepancies to determine potential surpluses and deficiencies. Apprises the Bureau Chief of the changing financial status of various programs.
- Develops strategies to obtain available funding for the Equipment Bureau and determines the most effective means to utilize or allocate funds. This involves analyzing and evaluating federal aid, proprietary, and State Special Revenue funding sources and ensuring compliance with State and Federal funding guidelines.
- Develops cost-effective strategies to accomplish Equipment Bureau goals related to administration, personnel, financial operations, and organizational structures. This involves completing a detailed assessment of fiscal trends, projected income and expenditures, current and future program needs and activities; evaluating the ongoing effectiveness of work processes, procedures, and human and material resources; and coordinating with the Administrator, Bureau Chiefs and program managers to develop long-term implementation strategies.

### **Motor Pool Operations - 35%**

- Oversees State Motor Pool by managing an optimal fleet size and composition of vehicles; evaluating and making decisions regarding vehicle maintenance, repairs and replacement; managing loans for vehicle purchases; monitoring compliance; and evaluating customer satisfaction to ensure operational efficiency and effective allocation of State Motor Pool resources.

- Develops, implements, and administers the overall Motor Pool operational plan including fleet management, financial management, personnel management and program administration.
- Directs Motor Pool operations to ensure cost-effectiveness and compliance with state and federal requirements. This involves researching and monitoring rental rates and fair market standards, preventative maintenance and repair requirements, projected revenues and expenses, usage trends, industry standards and innovations, and other factors to develop sustainable, cost-effective operational plans.
- Oversees fleet allocation involving new lease requests, optimal fleet sizing and lease turn-ins. Researches and gathers information regarding requests for new leases such as expected miles traveled, type of vehicle requested, and expected use of vehicle. Reviews fleet size through inventory report, vehicle usage information and statistical analysis to determine optimal fleet size. Develops and implements plan to meet optimal fleet size through purchasing and/or disposing of vehicles.
- Develops vehicle replacement criteria and oversees replacement decisions. Determines which vehicle will be replaced each year by researching industry standards; monitoring vehicle age, miles, usage and repairs; evaluating vehicle historical performance; and analyzing the program's financial position. Researches and compares new vehicle lines, specifications, and pricing to determine the most effective fleet replacement configuration.
- Oversees major vehicle repair decisions. Evaluates vehicle age, cost of repair, extent of repairs needed and vehicle down time. Makes decisions using cost-benefit analysis to repair vehicle or send vehicle to surplus auction.
- Develops, coordinates, and submits loan requests for motor vehicle purchases providing financial information, analysis, justification for loan amounts, and other required documentation to acquire and maintain an optimal Motor Pool fleet. This involves analysis of accounting reports, fiscal projections, inflationary factors, cash position and working capital information. Requires the ability to manage loan requests with program financial position in order to keep the loan balance manageable and to maintain program financial plans. Monitors loan balances and future loan requests. Coordinates loan payments and cash balances to ensure loans do not default.
- Monitors and oversees compliance with established operational policies and procedures, as well as attainment of goals to ensure operational efficiency of the State Motor Pool program. Solicits staff feedback; reviews Motor Pool operations and project plans; and consults with other Department staff and customers.
- Develops and administers customer satisfaction surveys to assess the overall performance of Motor Pool operations and services. Analyzes and evaluates results to determine operational priorities, resolve deficiencies, and respond to dynamic Department needs and customer preferences.
-

## **Program Administration - 15%**

- Oversees and performs procurement, contract administration, public relations and related administrative programs to effectively manage Equipment Bureau operations.
- Oversees procurement and contract administration for the Equipment Bureau to ensure attainment of the best value products and services in compliance with procurement and contracting laws and rules. This includes disseminating information regarding upcoming projects and opportunities; overseeing procurement; overseeing contract administration to ensure consistent delivery of products and services as agreed; providing technical assistance to unit staff on procurement and contract administration issues; evaluating the fiscal integrity of contracts; resolving problems; and negotiating solutions and/or contract amendments.
- Oversees the Bureau's fiscal activities including review and approval of FTE allocations, vacancy savings, contracted services, position transfers, requisitions to ensure statutory compliance, workflow efficiency, and effective fiscal processing. Provides direction, guidance, and assistance to Maintenance and Equipment Area managers regarding accounting, purchasing, budgeting, payroll, property control, and revenue collections to identify and resolve complex or contentious issues affecting Bureau budget and fiscal operations.
- Develops and establishes operational rules, policies, procedures, and guidelines that agree with state and federal requirements, provide short and long-term financial viability for ongoing fiscal management programs, and provide efficient and stable operations of the program. This requires assessing changes in resource management trends, standards, and legislation; seeking new funding opportunities; identifying evolving technologies; analyzing market factors coordinating information with other departments and agencies; evaluating current practices; and considering a variety of other factors to develop new approaches to policy and program issues.
- Analyzes and evaluates state and national legislation to determine fiscal and programmatic impacts on Division and Bureau operations and activities. Researches information, conducts cost-benefit analyses, consults with Legislative and Department representatives, and advises the Division Administrator, Bureau Chief, and other agency staff regarding financial information, current issues, and necessary operational changes that may affect Division and Bureau operations.
- Directs and oversees the implementation and ongoing administration of the Bureau's EVMMS to ensure effective management of fleet operations for the Equipment Program and State Motor Pool. Reviews, evaluates and validates the integrity of system information. Evaluates and approves system upgrades and enhancements. Approves system processes and policies. Evaluates the Division's technological needs and system capabilities to develop new applications for various system functions.

- Manages public relations for the Equipment Bureau by addressing public concerns and complaints concerning state-owned vehicles and equipment. Prepares reports and either drafts responses to complainants, or forwards complaints to the appropriate agency to address concerns once determining the complaint is warranted.
- Oversees the administration of the Bureau's fuel card program. Assesses contract and vendor's performance. Oversees reporting, system operation, complaints and discrepancies in fuel transactions. Meets quarterly with account representative.
- Responds to a broad range of budget and fiscal inquiries by coordinating budget issues with the Office of Budget and Program Planning and LFD and providing disclosure information regarding Bureau programs as required by the Governor's Budget Office and other interested parties.

### **Supervision - 10%**

- Directly supervises three employees within the Equipment Bureau and provides indirect supervision to five Motor Pool staff.
- Reviews and revises overall work plans, priorities, and procedures and monitors progress through meetings and consultations.
- Determines training needs of staff through analysis of operational effectiveness; new standards, specifications, technologies, and policies; and staff performance.
- Identifies staffing needs, recruits and hires employees, and allocates human resources to adequately support the ongoing operations and activities of the section.
- Evaluates the performance of positions directly supervised and completes performance evaluations.

### **Other Duties - 5%**

This position performs a variety of other duties in support of the department mission and bureau objectives.

### **Supervision**

The number of employees supervised is: 3 directly and 5 indirectly

The position number for each supervised employee is: 66107, 66318, 66308

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

This position functions in a typical office environment.

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

Requires extensive knowledge of the concepts and theories of accounting, financial management, budget development (to include budget forecasting) and administration. Requires knowledge of program management; legislative processes; contract administration; negotiation principles; Department mission and Division goals and objectives. Expected to develop progressively responsible knowledge of Division program functions and activities including fleet management practices.

Requires extensive skills in communicating effectively both verbally and in writing; problem-solving; negotiation; and skill in operating a personal computer, business software and databases. Must possess advanced skill in synthesizing complex, abstract and often unrelated statistical, financial and planning information in order to conceptualize and implement new innovative theories.

Requires the ability to plan, organize, and direct short and long-term fiscal management programs; analyze, interpret, and explain complex financial data; apply analysis and judgment in arriving at solutions to routine, unusual, and unprecedented financial and budgetary problems; communicate effectively and negotiate consensus; establish and maintain effective working relationships; motivate and direct staff to meet Department goals; and interpret, apply and comply with complex rules, regulations and guidelines as provided by Federal Highway Administration, Office of Budget and Program Planning, Legislative Fiscal Division, federal and State legislation, and the Department.

**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 accounting, business, public administration, or closely related field.

This position requires a minimum of 4 years of related experience. This position requires a minimum of 1 year of supervision or team lead 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

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check           | <input type="checkbox"/> Valid driver's license |
| <input checked="" 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.

---

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
-----------------------------	--------------	-------------

---

<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
------------------------------	--------------	-------------

My signature below indicates that I have read this job description.

---

<b>Employee</b>	<b>Title</b>	<b>Date</b>
-----------------	--------------	-------------

**Human Resources Review**

**Job Code Title: Program Supervisor      Job Code Number: B1J01M**

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:**

---

<b>Signature</b>	<b>Title</b>	<b>Date</b>
------------------	--------------	-------------