

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: Information Services Division Administrator Position Number: 81001

Location: Helena Department: Transportation

Division and Bureau: Information Services Division

Job Overview:

This position's primary focus is to provide leadership, vision, direction, and integrative management for MDT's shared information systems. Responsibilities include oversight of the division, department wide IT strategic planning, division budget development and administration, coordination and integration of IT throughout the department, and overall administration of department's computing policies and equipment. The ISD Administrator also acts as a liaison between the Department of Transportation and the Department of Administration's State Information Technology Services Division (SITSD) to implement and enforce statewide computing policies and to maintain statewide connectivity. The Administrator represents MDT on state boards and committees to ensure that MDT's needs are considered in the formulation of statewide policies and procedures. This position reports to the State Chief Information officer and indirectly reports to the MDT General Operations Manager. This position supervises 3 Bureau Chiefs and the IT Contract Management Specialist.

Essential Functions (Major Duties or Responsibilities):

Information Technology Planning and Management - 60%

Manages all information technology initiatives across the Department of Transportation to establish, implement, and maintain client focused, appropriate information technology throughout the Department.

Provide enterprise-wide leadership and direction in the management and operation of shared information services across the Department of Transportation. Manage the evaluation of MDT statewide business processes and emerging business initiatives.

Provide guidance and counsel to the Director's Office in the examination and definition of objectives for existing and/or proposed information systems and the design of improved systems.

Engage in long term planning to establish goals for meeting MDT business needs while maintaining compliance with state system standards and ensuring continuity of support for critical business processes and systems.

Develop long-term strategies for addressing the Department's IT requirements. Contribute effectively to the discussion of strategic direction and governance.

Lead the review, development, implementation and maintenance of the Department wide IT strategy and business plan. Manage the identification and prioritization of required IT initiatives among MDT's various operating components.

Integrate and coordinate the development and implementation of IT programs across the Department to achieve maximum institution-wide efficiencies and to ensure that key initiatives identified in the IT strategic plan are implemented.

Maintain professional contacts with other state and federal agencies, external research entities, equipment manufacturers, and professional organizations to stay current with developing IT issues and new technologies. Apply the knowledge gained through these contacts to the Department's strategic plans.

Represent the Division and the Department to the Legislature to propose and justify legislation, rules, and budgets affecting statewide MDT IT development, improvement, and services.

Develop, present, and defend legislative proposals and explain and promote the Department's legislative objectives.

Respond to legislative inquiries and provide professional consultation, advice, and, if required, provide testimony on legislative actions affecting statewide IT issues.

Represent the agency to external entities such as contractors, consultants, local governments, and the public.

In coordination with the State Chief Information Security Officer, oversee IT security operations to safeguard MDT's assets, intellectual property, and computer systems and manage the development and implementation of a department wide security policy that provides standards, guidelines, and procedures to ensure ongoing maintenance of security.

Ensure that enterprise architectures and standards are adopted consistently across the entire department for the development of applications and management of infrastructure.

Ensure the development of IT operating and capital annual budgets including establishing appropriate business case requirements.

Identify and manage high-risk inter-divisional issues.

Identify and communicate effectively with key stakeholders in and out of the department concerning the IT issues that affect them.

Develop and maintain multi-year technology roadmaps that align with statewide standards and guide modernization of legacy systems critical to transportation operations.

Champion technology-enabled business transformation, working with executive leadership and division heads to re-engineer key transportation business processes and introduce innovative digital services for the public and partners.

Division Administration - 25%

Manages the policies, administrative systems, and resources of the MDT ISD to ensure adequate support for the department's projects. Makes optimum use of staff and funds while remaining in compliance with state and federal requirements.

Ensure the division's IT strategy reflects and supports the strategic requirements of the Department and represent the Department to assist the State Chief Information Officer in developing statewide IT strategy.

Manage the procurement and/or development and support of IT systems that facilitate the objectives of the Department and the State.

Communicate strategic priorities to the division.

Develop a customer-focused team with high quality technical skills capable of delivering the required IT systems and outputs.

Lead, guide, and oversee the information technology EPP budgeting process, and provide leadership in cost and productivity analysis.

Review and prioritize budget proposals developed by the ISD Bureau Chiefs to integrate section needs into an overall division budget.

Monitor division expenditures to ensure proper allocation of funds and to track overall division funding levels.

Ensure program compliance with agency, state, and federal laws, regulations, and policies governing the use of funds.

Oversee the development and maintenance of policies, procedures, manuals, standards, and procedures to administer statewide IT activities.

Assess current practices in light of changes in law at the local, state, or federal levels, changes in technology, or changes in practice in computer science.

Staff Management - 15%

Supervise managerial staff and indirectly manage the professional staff of the division by reviewing and revising overall bureau work plans, priorities, and procedures and by monitoring progress through meetings and consultations.

Conduct staff meetings, disseminate information, and promote the free exchange of ideas and insights to support and advance division goals.

Establish and approve organizational structures and allocation of positions within bureaus and sections of the division.

Identify staffing needs and recruit and hire employees as necessary. Ensure compliance with all state and federal employment laws.

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.

Identify and document critical technical and behavioral competencies, and develop performance and competency management and evaluation tools and systems to recruit, hire, and retain superior people in the division's workforce.

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.

Ensure division staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

Supervision

The number of employees supervised is: 4

The position number for each supervised employee is: 20023, 25014, 20030, 81107

Physical and Environmental Demands:

This position functions in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Extensive knowledge of business management and public administration, strategic planning principles, analytical methods and technologies, budgeting, workforce management, and state legislative processes.
- Proven ability in program management and planning/organizing the work of other staff.
- Excellent communication and negotiation skills.
- Excellent leadership ability to lead and motivate staff within an industry of constant innovation and change.
- Proven ability to manage complex Information Technology projects.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor’s Degree in Computer Science, Computer Technology, Information Technology, Information Systems, or a related field.

This position requires 6 years of experience in information systems management including project planning and management, business process analysis, information technology analysis, information system development, implementation, and documentation. This position requires a minimum of 4 years of supervisory 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.

| | | |
|-----------------------------|--------------|-------------|
| Immediate Supervisor | Title | Date |
|-----------------------------|--------------|-------------|

| | | |
|------------------------------|--------------|-------------|
| Administrative Review | Title | Date |
|------------------------------|--------------|-------------|

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

| | | |
|-----------------|--------------|-------------|
| Employee | Title | Date |
|-----------------|--------------|-------------|

Human Resources Review

Job Code Title: IT Executive

Job Code Number: A3201E

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