

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 & Innovation Programs Manager **Position Number: 40067**

Location: Helena **Department: Transportation**

Division and Bureau: Director's Office **Section and Unit: Business Solutions Office**

Job Overview: This position is responsible for managing and administering the operations and activities of the MDT Research Program, the Experimental Projects Program and the Technology Transfer Program, as well as the Department's library and related services. This position develops and executes a strategic research roadmap aligned with MDT's goals and FHWA's State Planning & Research (SPR) program. Engages internal and external partners, including universities, FHWA, local agencies, and industry to advance the agency's research and innovation agenda. Guides the full research lifecycle ensuring research project outcomes benefit programs statewide. Serves as the agency's primary liaison for federal research committees and programs. Administers the Research Program budget, policies and participates in formulating state and national policy recommendations.

The position reports to the Business Solutions Office Lead and directly supervises 3 professional staff: two Research Project Managers and the Department Librarian.

Essential Functions (Major Duties or Responsibilities):

Research Programs Development, Management and Administration – 45%

- Proactively evaluate Department needs to develop, propose and justify research and innovation initiatives that offer substantive results for program development, operations and implementation.
- Collaborate with the Statewide Planning and Modal Operations to develop the annual SPR-PL work plan for FHWA to explain and justify federal funds for the annual program.
- Develop the Annual Report and other materials that detail the accomplishments of each research program to educate the public on the programs and share information with other agencies.
- Direct the preparation of reports, proposals, summaries, instructions and procedures related to research program management and ensures sound scientific principles, judgment, and business practices are incorporated.

- Direct and monitor the development of research tools, products and processes to ensure they are efficient, cost-effective and can be integrated effectively with Department-wide systems.
- Promote and monitor the statewide implementation of research findings, new procedures and evolving technologies that consider long-range program objectives, fiscal limitations and staff competencies.
- Evaluate effectiveness of programs through the development of performance measures and determination of metrics that are relevant, measurable and tied back to benefits.
- Serve 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.
- Coordinate, collaborate and negotiate with state and national transportation authorities and organizations (e.g., MDT, FHWA, AASHTO, TRB other state DOTs) to evaluate concurrent or complementary research projects.
- Provide information to leadership for the preparation of biennial budgets by developing recommendations that consider annual fiscal operational plans and anticipated initiatives, programs, projects and expenditures.
- Monitor 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.

Portfolio and Project Management and Delivery – 30%

- Develop and maintain the research and innovation project portfolio, ensuring alignment with agency strategic goals and federal requirements.
- Create detailed project plans, including scope, schedule, milestones, and resource allocation for each research initiative.
- Monitor project progress and performance, using KPIs and dashboards to track milestones, timelines, and budget adherence.
- Facilitate project kick-off meetings with internal teams, external partners, and contractors to establish expectations and communication protocols.
- Manage procurement and contracting processes for research projects, including development of procurement materials, contractor selection, contractor negotiation and administration.
- Oversee the monitoring of research contracts by Research Project Managers and reviews and approves scope of work revisions and amendments. Ensures research objectives are met and deliverables are actionable.
- Identify and mitigate project risks, implementing contingency plans to address delays, cost overruns, or technical challenges.
- Develop and monitor research portfolio and project performance measures.

- Track and report portfolio status to leadership, preparing monthly and quarterly updates on progress, issues, and resource utilization.
- Support innovation adoption by identifying high-impact projects for accelerated implementation across the agency.
- Lead research project portfolio prioritization effort, balancing short-term needs with long-term strategic objectives.
- Maintain project documentation and records in centralized systems for audit readiness and knowledge sharing.

Staff Management – 20%

- Monitor compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff, personal review of program operations and project plans and through discussions with other Department staff and management. Ensures program procedural manuals are updated regularly.
- Evaluate, direct and coordinate the on-going operations and activities of the program, including fiscal and accounting controls, to develop new processes and standards that promote integration, consistency and efficiency of various functions. Conduct workflow, cost and process analyses, determines specific areas of enhancement and develop and implement operational improvements.
- Directly manage professional staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Conduct staff meetings, disseminate data and promote information exchange for support and advancement of Division, Bureau and program goals.
- Identify staffing needs, recruit and hire employees and allocates staff to adequately support the on-going operations and activities of the program.
- Determine training needs of the program staff and prepares, present or coordinate training through personnel specialists to ensure that modern technologies and operational strategies are available.
- Evaluate the performance of all positions directly supervised and complete performance evaluations. Recommend, implement and monitor corrective actions. Enforce disciplinary policies to ensure consistency in application of disciplinary actions.
- Ensure that program staff complies with State and Departmental personnel rules, regulations and policies. Resolve grievances at the lowest level whenever possible.

Other Duties – 5%

Perform other duties as assigned by the direct manager or senior leadership in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 3

The position number for each supervised employee is: 40068, 40032, 40107

Physical and Environmental Demands:

- Works in a typical office environment.
- Occasional travel within the state to project locations.
- Occasional out of state travel to national conferences and meetings.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of project and portfolio management principles.
- Knowledge of budgeting and financial management principles. Familiarity with procurement and contracting processes.
- Strong analytical and problem-solving skills.
- Proficiency in program evaluation and performance measurement.
- Ability to develop and implement policies and procedures.
- Skills in stakeholder engagement and collaboration. Ability to facilitate meetings with a variety of stakeholders.
- Excellent written and verbal communication skills.
- Ability to represent the agency at national and regional forums.
- Ability to develop and deliver training or presentations.
- Knowledge of organizational change management principles.
- Understanding of federal and state research program requirements.

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, science, transportation or a closely related field.

This position requires a minimum of 4 years of progressive experience in program administration, transportation research or project and portfolio management. This position requires a minimum of 1 year of supervisory or team lead experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

Fingerprint check

Valid driver's license

Background check

Other; Describe

none 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: Project Supervisor Job Code Number: B1J03M

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 checked="" type="checkbox"/> Telework Available | <input 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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