

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: Aviation Program Manager Position Number: 04007 Location: Helena

Department: Montana Department of Transportation

Division and Bureau: Aeronautics Division, Safety & Education Bureau

Section and Unit: n/a

Job Overview:

This position serves as the Aviation Program Manager for the Aeronautics Division. This position is responsible for establishing, managing, and implementing Division programs, projects, grants, data, managing researching and designing new programs, and planning the Montana Aviation Conference, and managing delinquent aircraft registrations.

The position is supervised by the Safety and Education Bureau Chief. May be trained to be on-call as a search and rescue coordinator, depending on qualifications, approximately one week per month.

This position will be working from the Aeronautics Division office which is located on the Helena Regional Airport.

Essential Functions (Major Duties or Responsibilities):

Aviation Program/Project Management, Planning, and Development - 50%

Works under direction of the Bureau Chief to meet division goals and objectives. Research, develop, oversee, and implement new and existing aviation programs/projects and policies, recommend improvements and following up on changes to determine impact.

- Develop and design Aeronautics initiatives under direction of management. Responsible for implementing programs under established parameters.
- Assist with division clinics, trainings, seminars, contracted services, and programs. Will be responsible for creating and distributing marketing and advertising materials.

- Respond to inquiries regarding program information by interpreting polices, statue, administrative rule, or program requirements.
- Maintain and revise program manuals, materials, and conduct quality assurance reviews.
- Interact, provide guidance, and communicate with community, clients, contractors, or other state agencies to facilitate program activities.
- Assist with internal or external communications regarding administrative, programmatic, operational progress and changes.
- Develop, implement, and Interpret administrative rules, laws, and policy matters. Determine impacts on Aeronautics operations and develop recommendations for management review. Assist program managers, or others by researching impacts to the program resulting from changes or proposed changes of policy, rule, and legislation.
- Coordinate internal and external audit inquiries; manages and implement audit recommendations.
- Negotiate and manage contracts.
- Prepare, support, and administer federal, state, and other grant applications. Fill grant application packages and ensure correctness of inputs in coordination with management.
- Solicit, collect, analyze, measure, enter, and report data to track program performance, usefulness, impact, and longevity.
- Assist with budget development and management for programs/projects.

Montana Aviation Conference Planner – 20%

This position acts as the Montana Aviation Conference Coordinator. Responsible for managing and organizing all aspects of the conference. Oversees all logistics and is responsible for ensuring the success of the conference. Management of all logistical components of the conference (venue selection, agenda development, transportation, and other services)

- Provide oversight of the volunteer-based Conference Planning Committee.
- Solicitating and securing exhibitors, speakers, and sponsors.
- Develop and maintain the conference planning schedule.
- Manage conference budget.
- Create and distribute reports regarding conference demographics.
- Solicit, collect, analyze, measure, enter, and report data to track program performance, usefulness, impact, and longevity.

Delinquent Account Collections Management 20%

- Manage the process of collecting overdue accounts.
- Approve or deny aircraft registration late fee waiver requests in accordance with administrative rule and notify the account owner in writing of agency decision.
- Responsible for executing statutory penalty actions for uncollectable accounts.
- Manage, record, track, and report aircraft registration data.

- Subject matter expert responding to elevated complaints or issues from the public, clients, local, state, or federal agencies.
- Solicit, collect, analyze, measure, enter, and report data to track program performance, usefulness, impact, and longevity.

Other Duties as Assigned – 10%

- This position performs a variety of other duties as assigned by the Aeronautics Bureau Chiefs and Administrator in support of the Department mission and Division objectives.
- Provides logistical and staff support for the Montana Aeronautics and Essential Air Service boards.
- May be called upon to provide support for aviation search and rescue.
- Assists with the aircraft and pilot registration, scholarship, training, and outreach programs.

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.
- Travel in single engine aircraft may be required.
- Must be flexible on work hours including occasional weekends and holidays. May be required to be available to be on call during assigned search and rescue duty.

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of the principles of planning; project management; basic practices of accounting and budgeting; organization; research and analysis practices.

The position requires skill in the operation of a personal computer, office software and standard office equipment; mathematical analysis; problem solving techniques; and presentation and negotiation. Requires skills in research, Microsoft Excel, writing and editing.

Ability to understand, navigate and manage the biannual legislative process.

Ability to resolve disputes, collect past due debts and provide professional customer service to the public.

Ability to manage and organize competing priorities, large projects, multi-day events, networking opportunities and marketing.

Must be able to maintain confidentiality.

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 aviation, business, research, engineering, project management, event planning or another closely related field.

This position requires a minimum of 2 years of aviation, project management, planning or related experience. Experience in aviation preferred.

Certifications, licensure, or other information: FAA pilot certificate preferred.

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

Fingerprint check Valid driver’s license

Background check Other; Describe

35 MFPE 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: Program Specialist 1 Job Code Number: B1J011

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
------------------	--------------	-------------