

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: Statewide Planning Section Supervisor Position Number: 26046

Location: Helena Department: Transportation

Division and Bureau: Statewide Planning & Modal Operations/Planning & Modal Transportation Bureau

Section and Unit: Statewide Planning

Job Overview:

This position monitors project development and local work programs across the state to ensure appropriate use of federal and state funds in statewide and metropolitan planning and projects. Provides technical assistance to local planning agencies to assist with developing and implementing Transportation Improvement Programs (TIP), Unified Planning Work Programs (UPWP), Transportation Plans, Corridor Plans, and Safety Plans. This position participates on local planning committees assuring that transportation programs and processes comply with federal/state statute and guidelines including Title 23 U.S.C., Title 49 U.S.C., EPA Conformity Regulations, Clean Air Act Amendments, and other FHWA and FTA regulations. Responsible for managing statewide multimodal transportation planning processes including the update and implementation of MDT's Rest Area Plan and development of pre-MEPA/NEPA corridor studies. This position reports to the Planning & Modal Transportation Bureau Chief and directly manages 8 employees.

Essential Functions (Major Duties or Responsibilities):

Urban Planning Program Development, Implementation, and Administration - 45%

- Administers program development, implementation, and oversight to ensure the quality, compliance, and cost-effectiveness of Urban Planning Program operations and services.
- Coordinates and provides technical assistance to Montana's small urban areas.
- Responsible for oversight of Montana's Metropolitan Planning Organizations (MPOs) including ensuring all state and federal regulations are followed in MPO planning and programming processes; provides guidance and technical assistance to MPOs.
- Conducts research and analysis, performs fiscal administration, and develops systems and procedures to critically analyze, model, and validate transportation planning issues. Develop defensible conclusions and recommendations for program and project implementation.

- Administers the Urban Planning Program in alignment with established eligibility criteria, funding objectives, and administrative requirements. Frames and communicates policy issues, analyses, and strategic direction for project and program delivery.
- Provides guidance and consultation through the Bureau Chief to MDT senior leadership, as well as directly to local and tribal governments, community organizations, and partner agencies. Coordinates internally and externally to interpret and apply program policies, identify transportation needs, develop innovative approaches, and align solutions with funding and planning objectives.
- Develops and maintains short- and long-term plans and program objectives to ensure consistency with current state and federal standards. Researches and evaluates transportation trends, opportunities, and challenges affecting rural and urban communities and coordinates with other divisions and bureaus to implement effective long-range strategies.

Statewide Planning - 35%

- Administers statewide multimodal transportation planning programs and processes in cooperation with other state and federal agencies consistent with applicable state and federal laws and regulations and MDT policies and procedures.
- Manages functional classification and highway system designations in coordination with local officials, MDT staff, Montana Transportation Commission, and FHWA.
- In cooperation with other MDT offices, Federal and State resource agencies, and local and tribal officials, manages development of pre-NEPA/MEPA corridor plans that analyze socioeconomic, environmental, and engineering issues to determine long-range transportation needs.
- Responsible for managing multiple state and federally aided highway funding programs including MDT's Urban Highway Program (STPU), City Park Rest Area (CPRA) program, and Air Quality Improvement programs (CMAQ, CR). Ensure programs are fiscally constrained, follow all state and federal law and regulation, and meet program goals and eligibility criteria.
- Provides oversight and management of federal performance targets for air quality measures; ensures MDT air quality program and statewide transportation planning efforts comply with EPA Conformity Regulations and Clean Air Act Amendments.

Staff Supervision - 15%

- Establish and assign work plans, priorities, and procedures; monitor progress and conduct staff performance reviews.
- Develop and apply objective, measurable performance standards, complete appraisals, address performance issues through appropriate corrective actions including discipline and recommendations for termination.
- Ensure staff compliance with state and departmental rules, regulations, and policies; resolve grievances at the lowest possible level.
- Coordinate and provide training based on staff needs, professional development goals, and available resources; evaluate and adjust training programs for effectiveness.

Other Duties - 5%

Perform a variety of other duties and activities as assigned by the Bureau Chief and Program Manager in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 8

The position number for each supervised employee is: 13012, 26008, 26047, 33214, 36117, 26004, 05041, 05039

Physical and Environmental Demands:

- This position works in a typical office environment.
- Occasional travel within the state and out of state travel by airline to national conferences and meetings.

Knowledge, Skills, and Abilities (Behaviors):

Knowledge

- Extensive knowledge of transportation planning theory, methods, and techniques, and of State and Federal transportation programs, including program structures, funding distribution, and the legislative process.
- Knowledge of State and Federal budget processes; public administration; financial management; professional research and analytical methods; and statistical evaluation.
- Knowledge of Federal and State transportation laws and regulations; public involvement laws and methods; and the relationship between transportation and social, economic, land use, visual, aesthetic, and environmental factors in Montana.
- Knowledge of field inventory and data management techniques; basic highway engineering principles; non-highway and alternative modes; and the structure and responsibilities of MDT divisions and field offices.
- Knowledge of the Major Facility Siting Act, the Montana Environmental Policy Act, the National Environmental Policy Act, and related project planning, project management, and contract administration requirements.
- For staff management, knowledge of organizational theory, employment law, program requirements, and personnel management practices and techniques.

Skills

- Skill in budgeting, program management, and administering a variety of complex projects, programs, and functions.
- Skill in designing and applying specialized research methods and analytical processes, including data analysis and interpretation to solve complex planning and policy problems.
- Skill in planning, organizing, and directing policy and program analysis activities, and in applying sound analysis and judgment to difficult research and planning issues.

- Strong written and verbal communication skills for conveying complex information clearly to technical and non-technical audiences and the public.

Abilities

- Ability to communicate effectively with diverse and broad audiences and to establish and maintain effective working relationships with internal and external partners.
- Ability to foster and promote consensus and cooperation among stakeholders with multiple, and often competing, interests and objectives.
- Ability to lead and manage staff in alignment with program requirements, including setting priorities, monitoring performance, and supporting professional development.

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 Transportation Planning, Economics, Business, Public Administration, or a related field.

This position requires a minimum of 4 years of experience in planning, program analysis, research, impact assessment, mitigation, or a related field.

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

Certifications, licensure, or other credentials include: American Institute of Certified Planners (AICP) 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

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| ☐ 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: Transportation Planner Supervisor Job Code Number: E3901M

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