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: Asset Strategy Program Manager **Position Number: 07004**

Location: Helena **Department: Transportation**

Division: Asset Strategy, Operations & Maintenance **Bureau: Asset Strategy**

Job Overview: The Asset Strategy Program Manager provides strategic leadership and oversight for the Montana Department of Transportation's (MDT) asset management program. This position is responsible for developing, implementing, maintaining and advancing a comprehensive asset strategy that informs decision-making across maintenance, operations, planning, engineering, and budgeting. Ensures data-driven investments that preserve the condition, performance, and value of MDT's transportation infrastructure over its lifecycle. This position will report to the Operations Manager of Asset Strategy, Operations & Maintenance and will directly supervise 4 employees.

Essential Functions (Major Duties or Responsibilities)

Strategic Program Oversight 70%

- Leads multidisciplinary coordination across districts and headquarters to align asset data, condition forecasts, risk management, and investment strategies with MDT's long-range goals.
- Responsible for communicating asset conditions, performance trends, and strategic investment needs to executive leadership, the Transportation Commission, and the Legislature.
- Lead the development and implementation of MDT's long-term asset strategy, integrating capital planning, project development and delivery, maintenance operations and preservation.
- Oversee the development and refinement of performance-based asset management plans (e.g., for pavement, bridges, culverts, signs, and buildings).

- Align asset strategies with MDT's performance targets, budget constraints, and legislative mandates.
- Evaluate asset data quality, identify gaps, and direct efforts to improve system accuracy and integration across programs.
- Provide strategic analysis and recommendations to executive leadership to inform investment decisions, optimize lifecycle costs, and support funding requests.
- Coordinate across Maintenance, Planning, Engineering, Fiscal, and IT to ensure cohesive data governance and asset reporting.
- Support federal compliance with asset management requirements
- Conduct advanced research of multiple information sources to develop an understanding of complex critical, and controversial state, national, and international issues.
- Identify strategic statewide asset strategy needs and trends, and develop long term strategies based on vision, goals, external awareness, technical analysis, and customer input.
- Provide direction in the budget process by reviewing allocations and expenditures and determining major issues pertaining to program compliance and performance.
- Ensure program compliance with Federal and state laws, regulations, and policies by reviewing current policies and practices in relation to state and federal mandates and applicable legislation and mission mandates.
- Provides what if analyses based on asset investment
- Provide leadership and strategic direction for the Performance Programming Process (Px3), ensuring effective development, implementation, and continuous improvement across the Department.
- Oversee the coordination and updating of MDT's Transportation Asset Management Plan (TAMP), ensuring compliance with federal requirements and guiding the implementation of performance reporting standards.

Emerging Technologies and Innovation 15%

- Leads the integration of artificial intelligence (AI), machine learning, and other emerging technologies to enhance MDT's asset strategy and infrastructure management capabilities.
- Oversee the use of advanced technologies such as computer vision, sensors, drones, and telematics to improve the accuracy, efficiency, and timeliness of asset data collection.
- Collaborates with internal teams and external partners to pilot and scale innovative solutions that support MDT's strategic objectives.
- Ensures responsible, transparent, and ethical use of AI and emerging technologies in alignment with federal and state laws, regulations and policies.

Staff Management 10%

- Develop and manage program career ladder and respective advancements; develop recruitment and retention strategies; manage disciplinary actions; ensure training investments support personnel development goals and program needs.
- Conduct meetings with program managers and staff. Lead management in developing complex work plans and budgets.
- Establish staff priorities and provide guidance on expectations, evaluating performance, and identifying training opportunities.
- Implement effective change management practices throughout the division.
- Work with management to resolve employee issues and grievances at the lowest level possible.

Other Duties 5%

Performs a variety of other duties assigned by the Operations Manager and Director in support of the Department mission and objectives.

Supervision:

The number of employees supervised is: 4 direct reports, up to 47 FTE indirect reports.

The position numbers of each supervised employee are: 54108002, 54140093, 54113010, 54180036

Physical and Environmental Demands:

Duties are performed in a typical office environment.
Some travel around the state to visit sites to look at physical assets.
Some out-of-state travel to attend conferences and training.

Knowledge, Skills and Abilities (Behaviors):

This position requires extensive knowledge of asset management principles, including lifecycle planning, risk-based prioritization, and performance-based investment strategies. A strong understanding of transportation data systems, condition assessment, and statistical analysis is essential to support data-driven decision-making and long-term infrastructure planning.

Requires proficiency in interpreting and applying federal and state regulations as they relate to funding eligibility and asset performance reporting. Familiarity with MDT's organizational

structure, engineering, maintenance and operations programs, and financial systems is important for aligning asset strategies across divisions.

Skills in data analysis, performance modeling, and translating complex information into actionable asset strategies are critical. Ability to lead cross-functional teams, manage large datasets, and communicate findings clearly to diverse audiences. Experience in developing policy, facilitating consensus, and advancing strategic initiatives across competing priorities is essential.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically required through a combination of education and experience equivalent to a bachelor's degree in civil engineering, business administration, business management, business finance, mathematics, data analytics or other related degree.

This position requires a minimum of 6 years of related experience. This position requires a minimum of 3 years of progressively responsible management experience.

Alternative qualifications include: Any combination of additional job-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**

Administrative Review	**Title**	**Date**

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

Employee **Title** **Date**

Human Resources Review

Job Code Title: Business Manager **Job Code Number: A3101B**

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**