MONTANA LEGISLATIVE JOB DESCRIPTION

TITLE: Operations Section Manager Band 8

DIVISION: Legislative Services Division

OFFICE: Office of Legislative Information Services

JOB SUMMARY: The Operations Section Manager (OSM) is responsible for and supervises the Operations Services section. Oversees and coordinates communication and non-technical functions in regards to contract management, publications, public information, website, reference services, records management, broadcasting , business analysis, IT security, and legislator orientation programs. This position is a part of the Office of Legislative Information Services (OLIS) management team and reports to the Chief Information Officer (CIO).

ASSIGNED DUTIES AND TASKS:

Management:

- Manages the Operations section which includes communication staff, business analysts, and systems analyst.
- Directly supervises and provides oversight, direction, consultation, and assignment of duties to subordinates, including hiring, evaluating performance, disciplining, and approving leave and time sheets. Develops performance plans and performs periodic performance evaluations.
- Works as a member of the OLIS management team to provide guidance and advise to the CIO.
- Responsible for keeping the CIO updated through status reports and other means.
- Coordinates contracts and supports contract management for TVMT and other audio/visual providers.

Strategic Communication

- Develops an overall communications plan to provide information to legislators and the public.
- Serves as the TVMT liaison. Provides guidance and monitoring to TVMT and serves as the primary point of contract to coordinate activities and communication with legislative staff. Serves as a single point of contact for the operation and management of the Closed Circuit TV system within the building.
- Coordinates the production of publications including legislative guides and brochures.
- Supports the Publications Officer and Code Commissioner in the production of legal publications. This includes the MCA and ancillary publications.
- Facilitates communications and coordination between appropriate staff on the legislative website and Intranet, including content and function.
- Oversees the reference center including developing work plan.
- Represents the Legislature to individuals and groups outside the office and provides logical and understandable presentations about the Legislature, with a focus on the institution and the legislative process, both planned and extemporaneous, to groups in a direct, clear, concise, and responsive manner.

Business Centric Analysis/IT Security

- Oversees the Business Analysis process and projects; Branch IT security role, and Enterprise Architect

Records Management

- Oversees the Branch record management program including the development of the operating and work plan. This also includes coordinating activities to ensure a comprehensive, up-to-date program and oversight of legislative audio and video archives in consultation with the Legislative Audio Video coordinator to ensure compliance with 2-3-12, MCA.
- Works with the appropriate staff on continuity and disaster recovery in regards to records management

Legislature Orientation Programs

- Responsible for planning and coordinating legislator orientation programs, including new legislator orientation programs and interim orientation programs in consultation with legislative staff.

Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of management and supervisory techniques and practices
- Substantial knowledge of administrative processes in government .
- Substantial knowledge of continuity of government plans and procedures.
- Substantial knowledge of proper grammar, spelling, punctuation, and writing style.
- Substantial knowledge of contracting rules and procedures
- General knowledge of project management.
- General knowledge of Montana history, geography, economics, and demographics.
- General knowledge of the Montana Legislature, legislative procedures and administration, and state government.
- General knowledge of procurement laws and practices.
- General knowledge of state budgeting and the appropriation process.
- General knowledge of human resources management
- Ability to plan, organize, direct work and evaluate work and alternative strategies.
- Ability to manage and supervise professional and administrative staff.
- Ability to lead a team and work as part of a team.
- Ability to write and speak clearly, concisely, and in a well-organized manner.
- Ability to quickly and accurately analyze complicated information.
- Ability to be highly productive and meet deadlines under stressful conditions.
- Ability to interact in a professional, consultative role with legislators, , staff and public.
- Ability to interact professionally, objectively, and impartially in dealing with legislators, lobbyists, and the public.
- Ability to communicate and perform effectively and diplomatically.

- Ability to work independently and, simultaneously, to manage and execute a variety of projects.
- Ability to maintain confidentiality and handle sensitive work of a political, institutional, administrative, or personnel-related nature.
- Ability to adapt to changing technology.

WORK RELATIONSHIPS/PERSONAL CONTACTS:

The OSM interacts with legislative employees, legislative leadership, legislators, employees in the Executive and Judicial Branches, lobbyists, media, and members of the public.

REPORTING REQUIREMENTS:

The OSM reports to the Chief Information Officer of the Legislative Services Division. The OSM supervises the Legislative Publications/Communications Officer, the Web Content and Publications Specialist, the Audio Video Coordinator, the Legislative Librarian, the Business Analysts and the Systems Analysts.

WORKING CONDITIONS:

The OSM works in an ordinary office environment and is expected to work considerable overtime hours during the legislative session and interims. Some travel may be involved.

QUALIFICATIONS:

Bachelor's degree and 7 years of relevant work experience or comparable education and experience, including 5 years of management experience.