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: Program Supervisor Position Number: 32200002 Location: Helena, Montana

Department: Commissioner of Political Practices Division and Bureau: Section and Unit:

Prior Job Descriptions: This position operated under two prior job descriptions : 2002 to January of 2013; and, January of 2013 to this date. This job description replaces the January of 2013 job description.

Job Overview: This position is that of lead program person for the Commissioner's Office. This position is directly responsible for the Office's proper acceptance, certification, public records access and audit functions in regard to candidate, lobbyist and elected official forms, including staff hiring and firing. This position is also responsible, through the Commissioner, for the information system and budgetary functions of the Office.

Essential Functions (Major Duties or Responsibilities):

The major duties of this job are as follows:

1. **30%.** Accept, certify, audit, and post for public access all campaign, lobbying, and personal financial forms filed by all candidates for public office in the State of Montana as well as by political committees, lobbyists, principals or elected officials. Provide research, knowledge of past precedent, and interpretations of administrative rules and laws to subordinate staff. This task shall include responding to questions from candidates and the public concerning the requirements and timing of report filing. In addition, in coordination with the Commissioner, facilitate meetings and provide training about political practices, procedures, and electronic reporting services including educational materials such as manuals, brochures and training videos.
2. **20%.** Directly supervise, including hiring and firing authority, the staff (including two full time and temporary as needed) necessary to perform task No. 1 and implement, review and develop, as need be, the forms and policies

necessary to perform task No. 1, including adapting those forms and policies to changed requirements of election law.

3. **20%.** Implement and maintain, under the supervision of the Commissioner, the overall function of the physical office facility, the overall function of information storage (hard copy and electronic), the public information staffing of the Office and the budget of the Office.
4. **10%.** Perform, as appropriate, direct human resources functions or facilitate, as appropriate, the human resource functions performed by the Commissioner.
5. **10%.** Maintain familiarity with all activities of the Commissioner's office, including those policy, legal, legislative and adjudicative activities performed by the Commissioner, investigator and attorney, in order to facililate continuity of actions of the Office when staffing changes occur, including any change in Commissioner. As part of this task this position will review all complaint Decisions prior to issuance by the Commissioner with the charge of examining the decisions for consistency with prior Decisions.
6. **10%.** Upon request of the Commissioner represent the Office's budget or other issues to the legislature and perform special function designations for the office including Safety Manager, ITMC representative, Security Officer, Telephone Coordinator as well as work on special projects assigned by Commissioner.

Supervision

The number of employees supervised is: two full time and temporary as needed. The position number for each supervised full time employee is: 320007 (program and data manager) and 320008 (program assistant).

Physical and Environmental Demands: The job is a skilled labor job performed primarily at a desk and has no unusual physical or environmental demands. The job requires longer than normal days (leading to comp time) during the peak periods of report filing by candidates and commitees. The job may require work at all hours related to legislative or administrative hearings.

Knowledge, Skills and Abilities: The job requires a thorough understanding of Montana's intricate campaign finance laws as well as a practical understanding of the relationship between Montana's election administrators, candidates and the Commissioner's office. The job requires administrative ability in budget and personnel management.

Minimum Qualifications (Education and Experience): The minimum qualifications are a bachelor's degree from an accredited institution of higher education (preferred) as well as 3 years of experience in work comparable to that performed at the Commissioner's office. An associate's degree with a showing of specific educational achievement (on

the job training), along with demonstrated proficiency in the areas of work can be substituted for the requirement of a four year college degree.

Special Requirements:

List any other special required information for this position

- ☐ Fingerprint check
- ☐ Background check
- Safety Information
- ☐ Valid driver's license
- ☐ Other; Describe

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.

John Mott Commissioner 9-17-2013

Immediate Supervisor **Title** **Date**

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

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

Mary Baker Program Supervisor 9/17/13

Employee **Title** **Date**

Human Resources Review

Job Code Title: **Job Code Number:** **Pay Band:**

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

Union Code

Human Resources:

Signature **Title** **Date**