



## **JOB OPPORTUNITY ANNOUNCEMENT COMMUNICATIONS DIRECTOR**

**The Missouri Department of Transportation (MoDOT) is seeking applications for the Communications Director. Respond in strict confidence by submitting resume and cover letter by August 12, 2020, to:**

Stacy Kaiser, Senior Human Resources Specialist  
Missouri Department of Transportation  
P.O. Box 270, Jefferson City, MO 65102  
[CRD@modot.mo.gov](mailto:CRD@modot.mo.gov)

MoDOT is a non-partisan state agency governed by the Missouri Highways and Transportation Commission (MHTC); a constitutional bi-partisan commission appointed by the Governor consisting of high-profile business and civic leaders. MoDOT is responsible for the major transportation mode alternatives available to Missourians.

**REPORTING RELATIONSHIP:** The Communications Director reports to the Director and the Chief Administrative Officer (CAO) of MoDOT. This highly responsible position leads the communications division within the organization, including direct and indirect reports consisting of employees at the Central Office in Jefferson City and employees located in seven districts around the state.

**PRINCIPAL RESPONSIBILITIES:** The Communications Director is responsible for leading and directing the department's efforts relating to media relations, marketing, and communications, and providing coordination and assistance in similar activities to the districts and central office divisions. The Communications Director provides planning, budgeting, supervision and leadership to the division, customer service centers, and to community relations and outreach efforts. The Communications Director also develops and delivers comprehensive public affairs and public relations programs, including media and customer relations, marketing, and publications in close cooperation with the department's leadership team and acts as the public information officer for the department, and maintains communications with the community. The Communications Director develops and maintains a media relations program, maintains and updates plans for addressing emerging critical public relations and project related issues in a timely manner, and establishes and implements short and long term organizational goals, objectives, policies and procedures for the division. The Communications Director also coordinates surveys and assessments, both internally and externally, to determine the effectiveness of public relations and marketing activities.

**EDUCATION AND EXPERIENCE:** A Bachelor's Degree in Communications, Public Relations, Journalism, or related field is required.

An outstanding track record in managing complex and diverse internal operations as well as evidenced success at achieving real results.

Over nine years of experience in communications, publications, community relations, media relations or public information, with at least five years of progressively responsible management experience. This should include:

- Proven leadership skills, including a positive history of working collaboratively to establish rapport and credibility among the staff and multiple stakeholders.
- Proven track record of effective use of organizational performance development practices, innovation, and accountability measures.

**PERSONAL ATTRIBUTES:** A person of high personal integrity and compassion, and willingness to embrace and model MoDOT's departmental values, who trusts and empowers employees, and who understands and fosters inclusiveness, equity, and authenticity in the workplace.

A results-oriented personality with strong energy and drive, who is an excellent public speaker, and who can exude a calm, but direct demeanor, when communicating tough decisions and in handling difficult situations.

A high degree of political acumen including tact, diplomacy, and the people skills necessary to negotiate with the various constituencies impacting the position and the work of the department.

Equal Employment Opportunity/Affirmative Action Employer, M/F/D/V