Missouri Department of Transportation Job Description

Job Title: Administrator of Transit

Title Code: R04882

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Multimodal Operations

Effective Date: 10-01-25

Replaces (Effective Date): 12-16-2024

General Summary

The administrator of transit leads and supervises the work activities of the transit section staff and provides technical assistance as well as federal and state financial assistance to public transit agencies, specialized mobility providers, and metropolitan planning organizations. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, or related field, **AND** nine years of experience in positions relating to transportation, administration or financial assistance programs, **OR**

- Thirteen years of experience in positions relating to transportation, administration or financial assistance programs.

Special Working Conditions/Job Characteristics

Examples of Work

1. Responds to transit related inquiries from transit agencies, United States Department of Transportation (USDOT), Metropolitan Planning Organizations (MPO's), other department sections, state agencies, other states, and the general public.

2. Supervises the transit staff in planning, analyzing and project implementation activities; ensures program adherence to federal and state requirements.

3. Analyzes proposed federal and state transportation legislation and provides reports regarding potential transit implications of the proposed legislation.

4. Monitors and reviews the progress towards completion of state and federal grants administered by department's transit section.

5. Reviews bid solicitations, addendums, tabulations, evaluations, and bid awards for transit vehicles, equipment, and facilities directly or indirectly procured by the department.

6. Reviews and documents transit information for inclusion in department performance measures, the State Transportation Improvement Plan (STIP), and special reports.

7. Testifies on behalf of department on issues related to state transit appropriations/legislation; completes response routing record responses from legislative inquiries.

8. Performs supervisory responsibilities.

9. Performs other responsibilities as required or assigned.