Missouri Department of Transportation Job Description

Job Title: Central Office General Services Manager

Title Code: R04440

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – General Services

Effective Date: 10-01-2025

Replaces (Effective Date): 12-16-2024

General Summary

The central office general services manager is responsible for effective statewide asset management programs; fleet management, facilities management or procurement; develops statewide policy and plans for resource allocation; establishes quality assurance activities to ensure programs are supporting department goals and tangible results. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Facilities Management, Construction Management, or related field, **AND** six years of experience in facilities management or a related area, **OR**

- Ten years of experience in facilities management or a related area.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Manages, coordinates and oversees the department's fleet management programs, statewide facilities programs and statewide procurement activities.

2. Ensures program budgets are monitored and effectively managed; assists in preparation of division operational budget.
3. Develops and monitors performance measurement standards to evaluate organizational program performance; ensures quality assurance efforts are in place to meet departmental goals in support of tangible results.

4. Directs the development of policies and procedures, division business and work plans.

5. Advises and counsels department staff and management on matters of policy interpretation and best practices; may serve as division director in his or her absence.

6. Represents the department at meetings and conferences; serves as department representative for state and national associations.

7. Responsible for the direction and results of statewide program teams.

8. Performs supervisory responsibilities.

9. Performs other responsibilities as required or assigned.