

Missouri Department of Transportation

Code: R04434

Title: District Administrative Officer

Exemption Status: Exempt

Grade: MM06

Job Description

Effective Date	07-01-2022
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Replaces (Effective Date)	08-01-2021
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General Summary	The district administrative officer assists the district engineer in all elements of management of the district operations with primary responsibility for direct supervision of the administrative functions and units including human resources, information systems, risk management, support services, facilities operations, and budget and business plan development. Responsibilities are performed under general supervision.
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Minimum/Required Qualifications	Bachelor's Degree: Accounting, Business Administration, Human Resources, or related field. Over nine years of progressively responsible experience in positions providing extensive exposure to functions such as human resources administration, accounting, resource/budget management, or other job-related areas.
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Supervisory Responsibilities	Full Supervision
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Location	District Offices - Administrative Office
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Special Working Conditions/Job Characteristics	Job requires occasional, statewide, overnight travel.
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Examples of Work

- (1) Directs and coordinates the human resources, support services, general services, risk management, information systems support activities, and/or operational activities for the district as assigned.
- (2) Responds to inquiries from the public, elected officials, and Central Office personnel; assigns lead staff member and discusses solutions and responses to inquiries.
- (3) Coordinates and tracks district operating budget; moves resources within the district to meet funding needs; plans for future operational needs of the district; prioritizes activities based on established budget.
- (4) Confers with and advises the district engineer on the development of the district budget, performance measures, and staffing levels; reviews budget, disciplinary actions, and staffing requests.
- (5) Keeps district engineer fully informed of current activities through verbal and written reports; conducts public hearings and meetings.
- (6) Ensures the effective utilization of personnel and materials through control reports or other measures.

- (7) Responsible for management of district facilities and authorization of district facility purchases, expenditures, reimbursements, and approval of facility activities.
- (8) Participates on district management teams, directional team, administration team, and any other assigned district team.
- (9) May act as district engineer in his/her absence.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (11) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.