

# Missouri Department of Transportation Job Description

**Job Title:** District Planning Manager

**Title Code:** R05462

**Salary Grade:** 12

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

**District/Division:** Central and District Offices – As assigned

**Effective Date:** 10-01-2025

**Replaces (Effective Date):** 03-01-2025

## **General Summary**

The district planning manager develops a district's 5-year construction and right of way program by identifying and prioritizing projects, balancing the construction budget, short and long- term planning, and development of public and private partnerships.

## **Minimum/Required Qualifications**

- Bachelors' Degree in Public or Business Administration, Engineering, Community or Transportation Planning, Economics, Geography, or related field.
- Registration as a Licensed Professional Engineer in the State of Missouri or as a Member of the American Institute for Certified Planners.
- Six years of experience in transportation engineering or planning.

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, overnight travel.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees.

## **Examples of Work**

1. Develops project programming information as part of the Statewide Transportation Improvement Program (STIP) (the 5-year right of way and construction program) as well as short and mid-range needs.

2. Manages the STIP to ensure commitments are fulfilled and monitors STIP expenditures.
3. Identifies and prioritizes district highway needs.
4. Represents the district to regional planning partners, local officials, and members of the public to identify and prioritize transportation needs; responds to regional concerns, conducts presentations, and attends local planning meetings.
5. Supervises planning and programming staff including making hiring and other employment-related decisions, assigning and reviewing work, disciplining employees and conducting performance management.
6. Identifies funding mechanisms for regional and state transportation goals and objectives; serves as a point of contact for innovative-finance inquiries and provides guidance to applicants.
7. Provides transportation planning expertise and technical assistance on project core teams and project scoping teams.
8. Manages and conducts planning studies including corridor, environmental, investment and location studies.
9. Reviews roadway improvement plans for private development projects and zoning changes.
10. Performs supervisory responsibilities.
11. Performs other responsibilities as required or assigned.