Missouri Department of Transportation Job Description

Job Title: Emergency Management Liaison

Title Code: R04140

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Maintenance Division

Effective Date: 10-01-2025

Replaces (Effective Date): 02-01-2025

General Summary

Oversees the department's emergency management program and radio and emergency communications systems.

Minimum/Required Qualifications

- Bachelor's Degree: Civil Engineering, Emergency Management, Homeland Security, Fire Science, Law Enforcement Administration, or related, **AND** nine years of experience in emergency management, fire prevention, law enforcement, communications systems, or related, **OR**

- Thirteen years of experience in emergency management, fire prevention, law enforcement, communications systems, or related.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

1. Supports and oversees the department's radio communications and emergency communications systems, including budget management and related decision making.

2. Serves as an emergency management liaison with districts, divisions, state and federal agencies, other states, and local partners.

3. Directs Central Office Emergency Operations Center (CO EOC) including standard operating procedures, training, and coordination among incident management personnel.

4. Monitors transportation and infrastructure emergency management issues, including security, medical, and weather-related issues.

5. Oversees monthly emergency communications testing, including radio systems and satellite communications; corrects issues identified during testing and development of monthly summaries and maintenance of standard operating procedures.

6. Ensures communications systems equipment and processes are maintained, including contract oversight funding support, Federal Communications Commission licensing, and other related processes.

7. Represents the department on state, federal, and industry committees and teams to share best practices, and coordinate emergency activities and resource allocation.

8. Plans and coordinates disaster exercises to ensure the department is prepared for emergency incidents.

9. Supports Federal Emergency Management Agency and Federal Highway Administration relief funding projects and reimbursements relating to past declared disasters.

10. Researches, selects, trains, and supports use of specialized emergency communications equipment, including communications trailers, deployable systems, and CO EOC communications systems.

11. Develops, maintains, and delivers communications training; develops department communications standard operating procedures.

12. Maintains department measures tracking emergency management and communications activities.

13. Performs supervisory responsibilities.

14. Performs other responsibilities as required or assigned.