

Missouri Department of Transportation Job Description

Job Title: Transportation Planning Coordinator

Title Code: R04204

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central and District Offices – As assigned

Effective Date: 09-01-2022

Replaces (Effective Date): 02-16-2021

General Summary

The transportation planning coordinator evaluates transportation alternatives for the ability to meet transportation goals and objectives and potential social, economic, and environmental impacts on communities; informs, educates, and advises customers about the transportation planning and performance process.

Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Economic Development, Engineering, Planning, Public Administration, or related field.
- Six years of experience in transportation planning or engineering.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Coordinates and manages transportation planning studies; provides support and oversight for the department's planning and organizational performance activities.
2. Informs and advises customers about transportation project needs assessment and prioritization; represents the department at public meetings, including regional planning commission or Metropolitan Planning Organization (MPO) meetings to prioritize, plan, and develop transportation projects.

3. Prepares and maintains a district's or division's annual planning budget and administers sub-allocated funding programs.
4. Reviews and approves final design plans, including specifications and construction cost estimates for local Federal Aid Program.
5. Serves as a technical resource for project development teams to ensure plans and projects comply with legal, regulatory, and fiscal requirements and constraints.
6. Analyzes regulatory and statutory language for department impact and recommends appropriate action.
7. Coordinates department, federal, state, and local agencies involved with the development and approval of MPO work projects.
8. Supervises planning and organizational performance personnel, including making hiring and other employment-related decisions, assigning work, disciplining employees, and conducting performance management.
9. May conduct MPO certification reviews and make certification recommendations.
10. May develop statewide planning policies including funding distribution, air quality, and planning processes.
11. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Plan.
12. 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.