Missouri Department of Transportation Job Description

Job Title: Transportation System Analysis Coordinator

Title Code: R04441

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Transportation Planning

Effective Date: 10-16-2025

Replaces (Effective Date): 12-01-2024

General Summary

The transportation system analysis coordinator manages transportation planning staff responsible for collecting data used to make decisions concerning funding requirements, asset performance, conditions, and trends, as well as provided to users at the project level and to the department's planning partners. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Computer Information Systems, Economic Development, Engineering, Planning, Public Administration or related, **AND** nine years of experience in transportation engineering or planning, **OR**
- Thirteen years of experience in transportation engineering or planning.

Special Working Conditions/Job Characteristics

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

Examples of Work

1. Supervises transportation planning data collection and analysis staff; makes hiring and other employment related decisions, assigns and reviews work, disciplines employees, and conducts performance management.
2. Provides quality control for safety, traffic/congestion, pavement, bridge, geographic information systems and other data and reports quality to department management.

3. Supports various transportation planning activities such as the Long Range Plan, Planning Framework, asset management, and the State Transportation Improvement Program with required data from Transportation Management Systems.

4. Represents the department on statewide and national policy, research, or technical advisory committees, or for multi-state or consultant transportation studies.

5. Develops and manages the data collection and analysis unit's budget, including enhancement requests completed by consultants.

6. Coordinates production of the state map, county maps, the annual state of the system report, and district packets for project needs and prioritization.

7. Works with the transportation management systems project manager and development consultant to establish priorities and timelines to complete development.

8. Performs analysis of transportation data and develops system trends.

9. Performs supervisory responsibilities.

10. Performs other responsibilities as required or assigned.