

# Missouri Department of Transportation Job Description

**Job Title:** Administrator of Transit

**Title Code:** R04882

**Salary Grade:** 13

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office – Multimodal Operations

**Effective Date:** 12-01-2024

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The administrator of transit leads and supervises the work activities of the transit section staff and provides technical assistance as well as federal and state financial assistance to public transit agencies, specialized mobility providers, and metropolitan planning organizations. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Public Administration, or related field, **AND** nine years of experience in positions relating to transportation, administration or financial assistance programs, **OR**
- Thirteen years of experience in positions relating to transportation, administration or financial assistance programs.

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

## **Examples of Work**

1. Responds to transit related inquiries from transit agencies, United States Department of Transportation (USDOT), Metropolitan Planning Organizations (MPO's), other department sections, state agencies, other states, and the general public.
2. Supervises the transit staff in planning, analyzing and project implementation activities; ensures program adherence to federal and state requirements.
3. Analyzes proposed federal and state transportation legislation and provides reports regarding potential transit implications of the proposed legislation.

4. Monitors and reviews the progress towards completion of state and federal grants administered by department's transit section.
5. Reviews bid solicitations, addendums, tabulations, evaluations, and bid awards for transit vehicles, equipment, and facilities directly or indirectly procured by the department.
6. Reviews and documents transit information for inclusion in department performance measures, the State Transportation Improvement Plan (STIP), and special reports.
7. Testifies on behalf of department on issues related to state transit appropriations/legislation; completes response routing record responses from legislative inquiries.
8. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
9. 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.**