

Missouri Department of Transportation Job Description

Job Title: Design Management Systems Administrator

Title Code: R04120

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Office – Design

Effective Date: 07-01-2022

Replaces (Effective Date): 07-01-2008

General Summary

The design management systems administrator oversees and supports the activities associated with managing engineering document management software, including data analysis and verification, training, testing, application development and implementation of system updates. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Mathematics, Computer Science or related field.
- Eight years of experience in computer-aided drafting and design (CADD), engineering document creation, and document management.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Coordinates and facilitates the development and delivery of CADD applications to better serve customer business needs, including determining functional requirements.
2. Oversees data analysis and verification of data in CADD applications; performs user acceptance testing and system testing of CADD software solutions, including client/server applications and intranet web applications.
3. Works with vendors to ensure CADD application updates meet the department's needs and objectives, fit within the department's infrastructure, and work with other departmental applications.

4. Serves as liaison for CADD applications to district and central office staff, external consultants and other state agencies using the system.
5. Distributes software updates to the CADD user community; prepares software applications for distribution, runs update scripts, and coordinates team resources; ensures updates are completed in a timely and accurate manner.
6. Creates custom solutions for internal and external customers, including those used by district and central office staff in the storage and distribution of engineering documents and signing and sealing of engineering plans.
7. Coordinates with developers, system administrators, operations personnel, and business analysts regarding software and hardware changes, upgrades and training.
8. Facilitates effective communication, teamwork and project management among division staff, district staff, and consultants throughout the department.
9. Oversees the process of signing and sealing, storage of engineering seals, and verification of sealed engineering documents as required by state statute.
10. Performs lead work responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction, and providing input to the direct supervisor on staffing decisions and performance management.
11. Performs other responsibilities as required or assigned.