

Missouri Department of Transportation Job Description

Job Title: General Services Specialist

Title Code: R04008

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - General Services

Effective Date: 11-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The general services specialist performs routine entry-level activities in the areas of facilities management, fleet management, procurement, and other general services programs and policies. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Facilities Management, Public Purchasing/Procurement, Real Estate, or related field, **OR**
- Four years of experience in fleet management, facilities management, procurement, accounting, auditing, business analysis or review.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Provides support for and monitors business activities, conducts economical analysis, and evaluates process efficiency.
2. Tracks and reports the status and progress of the strategic business plan; coordinates budget transfers, revisions, or adjustments with resource management; trains, coaches, and assists organizational units in the budget process at the district/division/office level.

3. Provides support in contracting and bidding processes, which may include specification development, bid requests, bid openings, bonding, change orders, pay requests, purchases, and the acquisition, disposal, or leasing of property (real estate).
4. Provides support for and monitors federal, state, and local regulations and commission decisions, contracts, and agreements to determine impact on procedures and record keeping practices; and advises and assists Central Office and district operations in identifying acceptable business practices.
5. Provides support in identifying and reporting of outcome measures, best practices, projected costs/savings and business problems.
6. Assists in coordination of quality assurance programs for assigned areas.
7. Gathers information for internal and external audits pertaining to assigned areas.
8. Provides support in the development and coordination of special programs.
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.