

Missouri Department of Transportation

Code: R04623

Title: Highway Safety Program Manager

Exemption Status: Exempt

Grade: 10

Job Description

Effective Date 07-01-2022

**Replaces
(Effective Date)** 07-01-2021

General Summary The highway safety program manager coordinates efforts related to the Missouri Coalition for Roadway Safety (MCRS) and oversees community outreach activities, including implementation of the state's Strategic Highway Safety Plan (SHSP). Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Marketing, Public Administration, Safety, or related field.
Six years of experience in positions related to public outreach or project management.

**Supervisory
Responsibilities** Full Supervision

Location Central Office – Highway Safety and Traffic

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Oversees federally funded safety programs focused on community engagement, education, and public awareness.
- (2) Coordinates statewide efforts related to the Missouri Coalition for Roadway Safety (MCRS), including collaboration and engagement with external agencies for the purpose of implementing strategies and activities supported in the Strategic Highway Safety Plan (SHSP).
- (3) Helps prepare information and reports for MCRS leadership, including executive committee members, regional coalition chairs, and subcommittee chairs; regularly evaluates and measures MCRS activities to ensure regional coalitions and subcommittees are functional and active.
- (4) Facilitates regular communication and connectivity amongst MCRS members throughout the state by regularly attending regional coalition and subcommittee meetings, ensuring meetings result in follow up actions, and maintaining effective methods of communication amongst MCRS partners, such as monthly or quarterly progress reports and/or newsletters.
- (5) Develops plans for sharing relevant, timely highway safety information with stakeholders and citizens.

- (6) Supports regional coalition staff in implementing activities by ensuring funding eligibility, approving outreach materials, and identifying new opportunities for engaging communities.
- (7) Conducts interviews with media related to highway safety campaigns and programs and delivers presentations on highway safety topics at internal and external events.
- (8) Coordinates and compiles the division's Highway Safety Plan (HSP) and evaluates the program for continuous improvement.
- (9) Ensures compliance with federal regulations for grant funded programs and activities.
- (10) Supervises the day to day activities of grant management staff, including team building, leadership development, assignment of duties, review of progress, performance management, accountability, and training.
- (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.