

Missouri Department of Transportation Job Description

Job Title: Intermediate Communications Specialist

Title Code: R04477

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - Communications

Effective Date: 12-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The intermediate communications specialist performs varied and moderately complex communications activities related to the development of department publications, website editorial content, and other information for internal and external audiences; helps coordinate special communications and outreach projects. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Communications, Journalism, Marketing, or related field, **AND** two years of experience in communications related positions, **OR**
- Six years of experience in communications related positions.

Special Working Conditions/Job Characteristics

Job requires occasional, statewide, travel.

Examples of Work

1. Plans, develops, and edits department publications.
2. Writes articles for department website and publications; maintains web site information.
3. Plans and participates in public relations activities, employee surveys, and other customer-oriented projects.
4. Develops and produces brochures, newsletters, handouts, posters, and other publications.
5. Writes news releases about department activities; responds to media and public inquiries to provide information and explain department policies and procedures.

6. Prepares layout for department website, publications, and print materials using desktop publishing and graphic design programs.
7. Researches and may prepare speeches for management personnel.
8. May develop videos and photos, including shooting and editing.
9. Prepares ribbon cutting ceremonies, public meetings, and other public events.
10. Generates, edits, and publishes social media content.
11. Supports district customer service activities.
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.