

Missouri Department of Transportation Job Description

Job Title: Intermediate Multimodal Operations Specialist

Title Code: R04074

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Multimodal Operations

Effective Date: 12-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The intermediate multimodal operations specialist performs varied and moderately complex activities in areas related to aviation, transit, and railroad program administration, including the administration of state financial assistance programs necessary for multimodal transportation operations, maintenance, improvements, and expansion. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Business Administration, Finance, Planning, Public Administration, or related field, **AND** two years of experience in positions relating to multimodal transportation, federal or state grant program management, public or transportation administration, transportation planning, accounting, or financial analysis, **OR**
- Six years of experience in positions relating to multimodal transportation, federal or state grant program management, public or transportation administration, transportation planning, accounting, or financial analysis

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.
- Positions requiring airport inspection may be considered physically demanding due to lifting and carrying requirements.

Examples of Work

1. Assists in the development of procedures, standards, and criteria to establish eligibility for multimodal operations and transportation programs; provides technical assistance to plan, implement, and operate programs and related systems.
2. Reviews multimodal projects for conformance to non-discrimination on the basis of elderly or handicap requirements and the Americans with Disabilities Act (ADA).
3. Attends or organizes and conducts meetings, workshops, training, and conferences for information or planning relating to multimodal matters; prepares and distributes materials related to multimodal transportation for public use.
4. Prepares and distributes printed materials relative to multimodal transportation for public consumption.
5. Prepares project applications for federal aid in accordance with federal guidelines.
6. Confers with local officials and consulting engineers to provide technical assistance in the development, improvement, or maintenance of multimodal facilities and equipment, as well as consultant agreements.
7. Analyzes data and performs special studies relating to multimodal activities.
8. Conducts monthly inspections of public multimodal transportation services.
9. Administers multimodal transportation project implementation programs; prepares annual budget requests and work program.
10. 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.