

Missouri Department of Transportation Job Description

Job Title: Director, Department of Transportation

Title Code:

Salary Grade:

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Director’s Office

Effective Date:

Replaces (Effective Date):

General Summary

The director, department of transportation, under the direction of the Missouri Highways and Transportation Commission, is responsible for the overall leadership, direction, and performance of the department. The director reports to the Commission.

Qualifications

Bachelor’s degree: business administration, engineering, public administration, finance, or other fields related to exercise of leadership for a public agency. Demonstrated management experience, with at least five years of executive management experience*. This should include:

- Proven leadership skills, including a positive history of working collaboratively to establish rapport and credibility among the staff and multiple stakeholders.
- Understanding of organizational performance management practices, innovation, and accountability measures.

Must be a citizen and a resident of Missouri.*

**As required in Section 226.040 RSMo.*

Working Conditions/Job Characteristics

Job requires availability to respond to urgent matters that can occur at any time day or night and provide direction to staff as needed. Job requires regular, statewide, and on occasion, national overnight travel.

Job directly supervises the chief engineer, chief financial officer, chief counsel, chief safety and operations officer, chief administrative officer, communications director, governmental relations

director, and audits and investigations director. The Chief Counsel and Audits and Investigations Director is supervised by the Director, but also reports directly to the Commission.

Job requires participation in national, state, and local organizations that promote transportation initiatives, innovation, and representation.

Prefer that the successful candidate have full time residence in central Missouri near or in Jefferson City upon taking responsibility for the position.

Examples of Work Responsibilities

1. Provides overall leadership and direction for the department.
2. Provides direction and focus for all types of transportation in Missouri by developing the long and short-range transportation plan.
3. Meets with elected officials, groups, and associations and the public to formulate solutions to transportation needs in Missouri, build consensus, deliver speeches, answer questions, and represent the department.
4. Serves as the primary contact with the Commission on matters of policy implementation and overall direction of the department and ensures effective coordination of public relations with all internal and external aspects of the department.
5. Assesses department needs for additional resources and funding; actively seeks to identify new and innovative funding sources, methods, and obtain needed capital to promote transportation priorities for Missouri.
6. Directs the development and administration of the Statewide Transportation Improvement Program (STIP).
7. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
8. 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.