

Missouri Department of Transportation Job Description

Job Title: Director, Department of Transportation

Title Code: R09940

Salary Grade: M01

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Director’s Office

Effective Date: September 4, 2024

Replaces (Effective Date): 04-01-2015

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 someone with vision, integrity, commitment to safe and ethical behavior, and technological innovation. Is willing to engage and collaborate with elected officials, the public, and department stakeholders including regional planning and transportation industry partners.

Job requires availability to respond to urgent matters that can occur at any time day or night. Provide direction to staff as needed for operations including roadway, safety, maintenance, severe weather response in both urban and rural settings, and preservation of right-of-way integrity and its appearance to the public.

Job requires regular, statewide, and on occasion, national overnight travel.

Job directly requires demonstrated administrative management experience. 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 are supervised by the Director, but also report directly to the Commission.

Job requires a general knowledge of Missouri, its history, culture, institutions, geography, and its people. Requires participation on behalf of the department in national, state, and local organizations that promote transportation initiatives, innovation, and representation within Missouri and across state lines.

Job requires someone who values the department's employees, their welfare and retention, and supports their growth. Continues the department's commitment to competitive compensation and benefits. Maintains effective two-way communication with employees at all levels in order to retain and engage employees. Development of leadership and ensure ongoing succession planning across the organization.

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 making the areas of safety; service to the department's constituents, stability of the department's resources, workforce, and assets; and support of a prosperous Missouri economy are primary areas of focus.
2. Provides direction and focus for all modes of transportation in Missouri by developing long and short-range transportation plans that include major routes, minor routes, and low volume rural roads. Provides direction and focus for multimodal transportation programs including rail, aviation, transit, waterways, freight, and bicycle and pedestrian needs in Missouri.
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, informs, and engages elected officials and the public about the department's objectives. Represent the department across the state and nation. Is a member of the Governor's Cabinet and works with the executive branch on behalf of the Commission.
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) and Missouri's High Priority Unfunded Needs with regional planning partners considering both unfunded capital and operational needs.
7. Understands and respects the importance of sustainable growth that balances the needs of transportation efficiency with the desire for livable and walkable communities, with sensitivity to the environment, communities, neighborhoods, and places where the department operates.
8. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
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.