

# Missouri Department of Transportation Job Description

**Job Title:** Outdoor Advertising Manager

**Title Code:** R04431

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office – Design

**Effective Date:** 04-01-2026

**Replaces (Effective Date):** 09-16-2025

## **General Summary**

The outdoor advertising manager supervises the department's outdoor advertising, junkyard and logo programs, and administers the scenic byways program. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in business administration, public administration, or related field.
- Six years of experience in positions related to right of way, program administration, or legal practices.

## **Special Working Conditions/Job Characteristics**

- Job requires statewide, overnight travel.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge of effective communication techniques, work organization and scheduling skills, relevant federal and state law, and compliance requirements impacting property owner rights.

## **Examples of Work**

1. Monitors outdoor advertising and junkyard activity statewide for conformance with federal and state standards/regulations; supervises the preparation of automated reports and programs and reviews for quality assurance.
2. Plans and controls budgeted outdoor advertising, junkyard, and scenic byway expenditures.

3. Responds to inquiries, complaints, and requests for information from internal and external customers, including outdoor advertising companies, state and municipal officials, media, and the public.
4. Reviews proposed legislation to analyze possible effect on the department; recommends changes in future legislation to benefit the department.
5. Develops and reviews policies and procedures governing outdoor advertising, junkyards, and scenic byways.
6. Testifies at informal hearings, administrative hearings, court hearings, and legislative hearings regarding outdoor advertising and junkyard issues.
7. Conducts public hearings and other formal meetings that pertain to scenic byways, outdoor advertising, and junkyard or right of way activities.
8. Promulgates state rules and regulations governing outdoor advertising, junkyards, and scenic byways for the state of Missouri based on legislative intent.
9. Performs supervisory responsibilities.
10. Performs other responsibilities as required or assigned.