

Missouri Department of Transportation Job Description

Job Title: Outdoor Advertising Permit Specialist

Title Code: R04112

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Design

Effective Date: 04-01-2026

Replaces (Effective Date): 07-01-2022

General Summary

The outdoor advertising permit specialist ensures compliance with the Highway Beautification Act by regulating outdoor advertising and junkyards in accordance with federal and state regulations. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's degree in business administration, economics, finance, public administration, real estate, or related field.

Special Working Conditions/Job Characteristics

- Job requires statewide, overnight travel.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
- Job may require operation of vehicles to plow snow and spread ice control materials.
- 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. Reviews applications and issues or denies permits to erect outdoor advertising or trim vegetation in accordance with state and federal regulations.
2. Conducts surveillance of and inspects new and existing billboards, signs, and vegetation cuttings.

3. Meets with outdoor advertising companies, municipalities, salvage yards, and the general public concerning programs.
4. Inspects and monitors salvage yards for compliance with law; issues licenses and attends junkyard court hearings.
5. Initiates, gathers data for and attends formal and informal hearings on appeals of specialist's decision.
6. Responds to inquiries from external and internal customers.
7. Identifies and coordinates the removal of illegal signs.
8. Maintains and updates billboards/junkyards database.
9. Performs other responsibilities as required or assigned.