

Missouri Department of Transportation Job Description

Job Title: Senior Outdoor Advertising Permit Specialist

Title Code: R04113

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Right of Way

Effective Date: 07-01-2022

Replaces (Effective Date): 10-16-2021

General Summary

The senior 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 moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.
- Two years of professional right of way experience.

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.

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, attends, and testifies at formal and informal hearings on appeals of specialist's decision.
6. Responds to inquiries from external and internal customers and advises sign owners, property owners, and local government officials concerning outdoor advertising regulations and department guidelines.
7. Identifies and coordinates the removal of illegal signs.
8. Maintains and updates billboards/junkyards database.
9. Conducts extensive research to obtain information from sources such as courthouses, internet, post offices, city halls, and state records for property owners, zoning officials, sign owners, and qualifying businesses.
10. Makes recommendations for changes to policies and procedures for outdoor advertising and junkyard programs.
11. Performs other responsibilities as required or assigned.