

# Missouri Department of Transportation Job Description

**Job Title:** Senior Outdoor Advertising Technician

**Title Code:** R01083

**Salary Grade:** 4

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

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

**Effective Date:** 10-01-2022

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The senior outdoor advertising technician provides advanced administrative and paraprofessional support to outdoor advertising permit specialists in the regulation of billboards and junkyards, including resolving standard issues and minor nonstandard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GED/HiSET
- Two years of experience as an outdoor advertising technician.

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

## **Examples of Work**

1. Oversees the processing of permits, fees, transfers, refunds and permit renewals; organizes and prepares office documentation; maintains files and oversees the billboard inventory base.
2. Serves as a resource for customer service inquiries dealing with all outdoor advertising concerns; requires extensive knowledge of state regulations and statutes regarding outdoor advertising, junkyards, and vegetation issues.
3. 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.

4. Oversees preparation of documentation for court cases and sunshine requests; attends hearings as needed and answers complex questions and inquiries regarding technical information related to outdoor advertising laws and regulations; provides technical assistance and support to professional staff.
5. Conducts special studies and analyzes data; requests and assists in the collection of data for both ongoing projects and special studies; initiates or answer correspondence related to analysis of data; assists with assembling plans and specifications for special programs or projects.
6. Performs other responsibilities as required and assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**