

Missouri Department of Transportation Job Description

Job Title: Senior Planning Technician

Title Code: R01039

Salary Grade: 6

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - Transportation Planning

Effective Date: 10-01-2022

Replaces (Effective Date): 07-01-2022

General Summary

The senior planning technician provides advanced technical or paraprofessional support of engineering projects and programs involving the collection, maintenance, analysis, and reporting of planning data affecting various transportation, grant administration, and economic issues. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET and four years of experience in the collection and analysis of data, including methods and procedures of forecasting.

OR

- Associate Degree in Civil Engineering Technology, Surveying, Drafting, Computer Science or related field and two years of experience in the collection and analysis of data, including methods and procedures of forecasting.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide travel.

Examples of Work

1. Collects and analyzes data to prepare reports of current data, trends and patterns, and to develop projections of future data, trends and patterns.

2. Conducts special studies and analyzes data; requests and assists in the collection of data for both ongoing projects and special studies; initiates or answers correspondence related to analysis of data.
3. Creates and maintains databases, charts, graphs, and maps using current technology; manages databases to ensure data quality and consistency.
4. Prepares data for computer programs used in the application of mathematical models; prepares written instructions and flow diagrams to tabulate and store data in related databases.
5. Researches, compiles, analyzes, and organizes information from maps, reports, investigations, and books for use in reports and special projects.
6. 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. Please see your manager should you have any questions about this policy or these job duties.