

Missouri Department of Transportation

Code: R05856

Title: Transportation Planner

Exemption Status: Non-Exempt

Grade: 12

Job Description

Effective Date	04-01-2006
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Replaces (Effective Date)	08-01-2004
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General Summary	The transportation planner conducts transportation planning studies, including data collection, analysis, and reporting, related to all modes of transportation. Responsibilities are performed under moderate supervision
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Minimum/Required Qualifications	Bachelor's Degree: Civil Engineering, Business Administration, Public Administration, Transportation, Planning, Economic Development, or related field
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Supervisory Responsibilities	None
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Location	Central and District Offices - Transportation Planning
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Special Working Conditions/Job Characteristics	Job requires occasional, statewide, overnight travel.
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Examples of Work

- (1) Studies objectives and methods of collection, analysis, and reduction of data on assigned projects.
- (2) Conducts research to gather information, reviews information to ensure validity of materials, and prepares analyses of the collected data.
- (3) Develops recommendations and prepares projected data; maintains programs, databases, and historical files of related data.
- (4) Serves as a liaison between the department and local agencies, regional planning commissions, metropolitan planning organizations, and the general public, and provides assistance in developing and meeting local, regional, and statewide transportation goals.
- (5) Administers federal funds for various projects, which includes reviewing program requirements, documents, and data, calculating and monitoring funding levels, and obligating funds.
- (6) Queries, analyzes, and summarizes multiple forms of data for department staff and government officials.
- (7) Prepares reports based on results of studies and investigations.
- (8) 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.