Missouri Department of Transportation Job Description

Job Title: Administrator of Railroads

Title Code: R04881

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Multimodal Operations

Effective Date: 10-01-2025

Replaces (Effective Date): 12-16-2024

General Summary

The administrator of railroads coordinates all aspects of railroad operations, railroad crossing issues, railroad safety and safety outreach, rail-highway construction issues and regulation interpretation and enforcement. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, or related field, **AND** nine years of experience in positions relating to transportation, administration or financial assistance programs, **OR**

- Thirteen years of experience in positions relating to transportation, administration or financial assistance programs.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Negotiates Amtrak contract and responds to Amtrak problems and inquires; publicizes passenger rail information; works with regional and national passenger rail groups; works with legislators and the Missouri Rail Passenger Advisory Committee (MORPAC) on Amtrak issues and concerns; chairs MORPAC committee.

2. Oversees the Federal Railroad Administration (FRA) contract and the state's relationship with the FRA; responds to FRA inquiries and attends meetings; manages Missouri state railroad law violations and employee grievances that are referred for resolution.

3. Receives questions and complaints about railroads, light rail, commuter rail, and railroad crossings from the general public, state and federal legislators, media, government agencies, and rail unions; works with and interprets exposure index data, attends diagnostic reviews, grade separation discussions, rail project meetings, and rail-highway construction meetings; conducts presentations and safety outreach programs; presents railroad information seminars to various groups and serves on the board of the safety outreach program.

4. Contacts, negotiates, and discusses issues with railroad personnel concerning crossings, closures, contractual, and cost sharing issues, corridor design, and implementation issues; works with consultants, engineers, and private contractors on various rail projects or guidance changes affecting railroads.

5. Responds to audit process and acts as liaison with railroad section, railroads, and auditors.

6. Tracks budget and signs expense reports; evaluates and consults with staff on issues affecting them and how to proceed in various situations.

7. Analyzes and prepares railroad assessments; reviews and interprets federal and state statutes and regulations for various situations involving unit; prepares and follows up on department performance measures.

8. Performs supervisory responsibilities.

9. Performs other responsibilities as required or assigned.