Missouri Department of Transportation Job Description

Job Title: Motor Carrier Services Administrator

Title Code: R04035

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Motor Carrier Services

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The motor carrier services administrator supervises the planning, analysis, project implementation, and daily activities of safety and compliance and/or compliance communication operations. Responsibilities performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Business Administration, Criminal Justice, Law Enforcement, Public Administration, Safety, or related field, **AND** eight years of administrative experience in motor carrier safety activities, including some experience in a supervisory role, **OR**
- Twelve years of administrative experience in motor carrier safety activities, including some experience in a supervisory role.

Special Working Conditions/Job Characteristics

- Job requires frequent, statewide and out of state, overnight travel.

Examples of Work

1. Manages the negotiation and approval of activities and the preparation of federal contracts and agreements with the Federal Motor Carrier Safety Administration and the Motor Carrier Safety Assistance Program coordinator for funds necessary to operate the motor carrier services safety and compliance section.

2. Monitors and approves grant related expenditures against the approved budget and for compliance with grant guidelines.

3. Supervises and coordinates motor carrier safety enforcement activities with other state and federal agencies.

4. Provides technical assistance and confers with motor carriers and motor carrier association officials on federal and state regulations that govern their industry.

5. Provides technical assistance and administrative support and advice to supervisors on legislative and regulatory issues relating to motor carrier safety.

6. Manages safety and hazardous materials training programs for motor carrier staff, which includes required re-training to maintain Commercial Vehicle Safety Alliance certification.

7. Manages and coordinates safety and hazardous materials compliance outreach training for the motor carrier industry in Missouri.

8. Develops, maintains, and tracks the safety and compliance section of the division's strategic business plan.

9. Represents the division and department at meetings and conferences; confers with and responds to inquiries from local, state, and federal government agencies, state legislators, transportation industry representatives, news media, and general public regarding transportation policies and concerns; appears before legislative committees and oversees preparation of section budget requests.

10. Supervises daily activities of motor carrier services staff, including team building, leadership development, assignment of duties, review of progress, performance management, accountability, development, and training.

11. Assists information technology personnel in upgrading and/or installing new or existing software and assists in any changes within the division's motor carrier system; may serve as project manager for program-specific special projects.

12. Maintains and presents department-wide and division specific performance measures; monitors progress towards division measures and recommends actions to achieve desired outcomes.

13. Assists with the planning, direction, monitoring, and evaluation of the motor carrier related compliance programs; develops work plans in conformance with federal regulatory and funding standards; coordinates work activities with local, state, and federal agencies and other stakeholders.

14. Reviews regulatory, rule, and/or policy changes as they occur and provides necessary information to employees and other stakeholders.

15. Performs supervisory responsibilities.

16. Performs other responsibilities as required or assigned.