Missouri Department of Transportation Job Description

Job Title: Research Director

Title Code: R05288

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office - Construction and Materials

Effective Date: 10-16-2025

Replaces (Effective Date): 01-01-2025

General Summary

The research director provides technical expertise and directs personnel in the identification, analysis, evaluation, and reporting of organizational performance measures; and works with department personnel to implement recommendations necessary to improve organizational performance. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.
- Licensed as a Professional Engineer in the State of Missouri.
- Over nine years of experience in highway or transportation engineering, research, and/or organizational performance.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide or out-of-state, overnight travel.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees.

Examples of Work

1. Administrates and supervises research projects, organizational performance analysis and evaluation, new product development, and technology transfer of best practices, policy and procedures throughout the department and other federal, state or local agencies.

2. Identifies internal and external funding sources for research activities; schedules specific administrative, research, new product development, or technology transfer activities; and manages personnel and other division resources for completion of these tasks.

3. Directs and markets the implementation of innovations found from research and new product technology.

4. Facilitates technical advisory panels; reviews research idea statements and new product evaluation requests; prepares annual work program; reviews and prioritizes tasks and activities; serves as department liaison and represents the department on national committees and teams.

5. Identifies, analyzes, and evaluates organizational performance gaps within the department and works with department personnel to implement recommendations necessary to close identified gaps.

6. Develops and maintains contacts with university researchers and research institutions in order to develop a responsive research agenda; utilizes contacts during research projects.

7. Ensures timely and uniform coordination, distribution and implementation of all developed technologies, policies and procedures throughout the department.

8. Serves as a contact between districts and divisions/offices in developing investigations and in implementing results of prior investigations on new projects.

9. Prepares appropriate manuals, operating procedures and budgets; prepares and reviews contracts for research with state universities or other public or private agencies; reviews work plans and reports and prepares progress reports.

10. Performs supervisory responsibilities.

11. Performs other responsibilities as required or assigned.