

Missouri Department of Transportation Job Description

Job Title: Community Liaison

Title Code: R04059

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: None

District/Division: St. Louis and Kansas City Districts - Administration

Effective Date: 12-16-2024

Replaces (Effective Date): 12-01-2024

General Summary

The community liaison is responsible for serving as a department representative and liaison within a community regarding employment, procurement, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), and other department programs, activities, and initiatives. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Public Relations, Public Administration, Business Administration, or related field, **AND** three years of experience in community or public relations, public administration, business administration, or comparable positions, **OR**
- Seven years of experience in community or public relations, public administration, business administration, or comparable positions.

Special Working Conditions/Job Characteristics

- Job requires regular, statewide, overnight travel, and occasional out of state travel.
- Work will be performed at locations within the community.

Examples of Work

1. Serves as a community liaison for the department through active involvement with local groups and organizations in order to provide assistance regarding employment, procurement, and other department programs, activities, and initiatives.

2. Develops, coordinates, and implements strategies to increase communication and build or strengthen relationships between the department and community organizations and officials.
3. Serves as a liaison for department activities related to on-the-job training, contract compliance, EEO, DBE certification, city and county compliance, and Federal Highway Administration (FHWA) requirements; coordinates liaison activities with department civil rights staff as necessary.
4. Conducts community outreach with minority and female organizations, contractor organizations, and political representatives; and acts as an advocate for department efforts in equal opportunity and affirmative action.
5. Conducts program development activities including recruitment, training and workshops, and pre-apprenticeships and work initiatives.
6. Identifies business opportunities and designs, coordinates, and implements training and business development programs offered by the department and/or other state agencies.
7. Attends public or community meetings to share information about department programs, activities, and initiatives, and to obtain information and feedback to be used for assessment purposes within the department.
8. Performs other responsibilities as required or assigned.