

Missouri Department of Transportation Job Description

Job Title: Governmental Relations Specialist

Title Code: R04070

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Governmental Relations

Effective Date: 01-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The governmental relations specialist performs routine entry-level liaison activities between the department and public officials through the exchange of information regarding proposed legislation affecting the department. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Political Science, Public Administration, or related field, **OR**
- Four years of experience in positions providing exposure to governmental and legislative processes, public policy, or public related activities.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Attends legislative committee hearings and floor debates to obtain information related to bills.
2. Conducts research related to proposed legislation and its potential impact on the department.
3. Assists in preparing impact statements for the department's legislative committee for presentation to legislators on how bills affect the department; explains the department's position on legislation.
4. Prepares status reports and summaries of bills for the department's legislative committee; updates information on content of bills as amendments are made.

5. Reviews the Missouri and Federal Registers for regulations with potential impact on department operations.
6. Performs other responsibilities as required or assigned.