

Missouri Department of Transportation Job Description

Job Title: Highway Safety Program Administrator

Title Code: R04047

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Offices – Highway Safety and Traffic

Effective Date: 09-01-2025

Replaces (Effective Date): 02-01-2025

General Summary

The highway safety program administrator oversees federal grant processes related to highway safety funding; plans, directs, and coordinates the solicitation, review, award, and monitoring processes of contracts. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Criminal Justice, or related field, **AND** eight years of experience in highway/traffic safety or law enforcement or comparable positions, **OR**
- Twelve years of experience in highway/traffic safety or law enforcement or comparable positions.

Special Working Conditions/Job Characteristics

- Job may require some statewide or out-of-state travel.

Examples of Work

1. Writes procedures for general and specific operation of the division; prepares responses for department director and division director.
2. Coordinates and supervises the monitoring phase of contracts for compliance with National Highway Traffic Safety Administration (NHTSA) guidelines and the progress toward the goal of the highway safety strategic plans.
3. Prepares grant applications and writes letters for federal funding; maintains extensive knowledge of federal and state regulations governing highway safety programs.
4. Coordinates the review and initial selection of projects for award based on demonstrated need and in accordance with policies, procedures, and highway safety related planning documents.

5. Directs and coordinates the solicitation of proposals by mail and assists in the planning of regional grant-writing workshops for potential grantees.
6. Monitors the timely completion of the National Highway Traffic Safety Administration's monthly, quarterly, and annual reports.
7. Coordinates the development of the Highway Safety Plan (HSP) according to National Highway Traffic Safety Administration (NHTSA) guidelines and in coordination with the highway safety strategic plans.
8. Directs and coordinates the compilation of the division's annual report in compliance with the National Highway Traffic Safety Administration's guidelines and reports the progress made toward the highway safety strategic goals.
9. Provides oversight of all highway safety programs including police traffic services, alcohol counter measures, youth enforcement, child passenger safety, motor carrier safety assistance program, data evaluation, mature driver safety, training, and public information/education.
10. Performs supervisory responsibilities.
11. Performs other responsibilities as required or assigned.