

Missouri Department of Transportation Job Description

Job Title: Highway Safety Program Manager

Title Code: R04623

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Highway Safety and Traffic

Effective Date: 09-16-2025

Replaces (Effective Date): 02-01-2025

General Summary

The highway safety program manager coordinates efforts related to the Missouri Coalition for Roadway Safety (MCRS) and oversees community outreach activities, including implementation of the state's Strategic Highway Safety Plan (SHSP). Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Marketing, Public Administration, Safety, or related field, **AND** six years of experience in positions related to public outreach or project management, **OR**
- Ten years of experience in positions related to public outreach or project management.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Oversees federally funded safety programs focused on community engagement, education, and public awareness.
2. Coordinates statewide efforts related to the Missouri Coalition for Roadway Safety (MCRS), including collaboration and engagement with external agencies for the purpose of implementing strategies and activities supported in the Strategic Highway Safety Plan (SHSP).

3. Helps prepare information and reports for MCRS leadership, including executive committee members, regional coalition chairs, and subcommittee chairs; regularly evaluates and measures MCRS activities to ensure regional coalitions and subcommittees are functional and active.
4. Facilitates regular communication and connectivity amongst MCRS members throughout the state by regularly attending regional coalition and subcommittee meetings, ensuring meetings result in follow up actions, and maintaining effective methods of communication amongst MCRS partners, such as monthly or quarterly progress reports and/or newsletters.
5. Develops plans for sharing relevant, timely highway safety information with stakeholders and citizens.
6. Supports regional coalition staff in implementing activities by ensuring funding eligibility, approving outreach materials, and identifying new opportunities for engaging communities.
7. Conducts interviews with media related to highway safety campaigns and programs and delivers presentations on highway safety topics at internal and external events.
8. Coordinates and compiles the division's Highway Safety Plan (HSP) and evaluates the program for continuous improvement.
9. Ensures compliance with federal regulations for grant funded programs and activities.
10. Supervises the day to day activities of grant management staff, including team building, leadership development, assignment of duties, review of progress, performance management, accountability, and training.
11. Performs supervisory responsibilities.
12. Performs other responsibilities as required or assigned.