

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Governmental Relations Specialist

**Title Code:** R04647

**Salary Grade:** 8

**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 intermediate governmental relations specialist performs varied and moderately complex 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, Planning, Journalism, or related field, **AND** two years of experience in positions providing exposure to governmental and legislative processes, public policy, or public related activities, **OR**
- Six 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 and provides testimony at legislative committee hearings; attends floor debates to obtain information related to bills.
2. Researches and drafts legislation and amendments as necessary.
3. Prepares 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. Identifies and recommends department action on legislation affecting the department, including adverse legislation.
5. Prepares status reports and summaries of bills for the department's legislative committee; updates information on content of bills as amendments are made.
6. Communicates with legislators in order to advise them of transportation issues; assists department personnel with responding to constituent issues addressed to legislators.
7. Represents the department at necessary functions, meetings, and conferences.
8. Performs other responsibilities as required or assigned.