

Missouri Department of Transportation Job Description

Job Title: Senior Governmental Relations Specialist

Title Code: R04010

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central Office – Governmental Relations

Effective Date: 01-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The senior governmental relations specialist performs varied and complex liaison activities between the department and public officials through the exchange of information regarding proposed legislation affecting the department. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

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

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide and nationwide, overnight travel.

Examples of Work

1. Researches, develops, and drafts legislation and amendments as necessary.
2. Prepares impact statements for the department's legislative committee for presentation to legislation on how bills affect the department; explains the department's position on legislation.

3. Identifies and recommends department action on legislation affecting the department, including adverse legislation.
4. Prepares status reports and summaries of bills for the department's legislative committee; tracks and updates information on content of bills as amendments are made.
5. Acts as a liaison with legislators to gather information on transportation and constituent issues, and to resolve matters in a timely manner.
6. Provides guidance for department personnel with responses to constituent issues and legislative requests; represents the department at necessary functions, meetings, and conferences.
7. May be required to coordinate activities of Governmental Relations staff.
8. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
9. Performs other responsibilities as required or assigned.