

# Missouri Department of Transportation Job Description

**Job Title:** Senior Multimodal Operations Specialist

**Title Code:** R04080

**Salary Grade:** 9

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker Only

**District/Division:** Central Office – Multimodal Operations

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 12-01-2024

## **General Summary**

The senior multimodal operations specialist performs varied and complex activities in areas related to waterways, aviation, transit, and railroad program administration, including the administration of state financial assistance programs necessary for multimodal transportation operations, maintenance, improvements, and expansion. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Accounting, Business Administration, Finance, Planning, Public Administration, or related field, **AND** four years of experience in positions relating to multimodal transportation, federal or state grant program management, public or transportation administration, transportation planning, accounting, or financial analysis, **OR**
- Eight years of experience in positions relating to multimodal transportation, federal or state grant program management, public or transportation administration, transportation planning, accounting, or financial analysis

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide and out-of-state, overnight travel.
- Positions requiring airport inspection may be considered physically demanding due to lifting and carrying requirements.

## **Examples of Work**

1. Develops procedures, standards, and criteria to establish eligibility for multimodal operations and transportation programs; provides technical assistance to plan, implement, and operate programs and related systems.
2. Reviews multimodal projects for conformance to non-discrimination on the basis of elderly or handicap requirements and the Americans with Disabilities Act (ADA).
3. Attends or organizes and conducts meetings, workshops, training, and conferences for information or planning relating to multimodal matters; prepares and distributes materials related to multimodal transportation for public use.
4. Prepares project applications for federal aid in accordance with federal guidelines.
5. Analyzes data and performs special studies relating to multimodal activities.
6. Administers multimodal transportation project implementation programs; prepares annual budget requests and work program.
7. Coordinates the planning, analyzing, and project implementation activities to provide state and federal financial assistance to meet their maintenance and capital improvement needs.
8. Conducts inspections of aviation and airport facilities for purposes of determining improvements needed, to obtain data for updating the facilities, and to determine conformance to project specifications; confers with other department inspectors and aviation staff as needed.
9. Confers with federal, state, and local officials and the general public regarding matters of public multimodal transportation improvements or expansion and multimodal issues in the state.
10. Recommends state policy positions to management on federal/state multimodal proposals.
11. May perform 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.
12. Performs other responsibilities as required or assigned.