

Missouri Department of Transportation Job Description

Job Title: System Management Specialist

Title Code: R04372

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Maintenance; Highway Safety and Traffic

Effective Date: 01-16-2025

Replaces (Effective Date): 07-01-2022

General Summary

The system management specialist performs routine entry-level activities in the areas of parks road management, traffic management and operations, over dimension/overweight permit operations, sign production, maintenance management, bridge management, roadside management, highway safety program administration, construction management, and/or environmental support.

Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Accounting, Civil Engineering Technology, or a related field, **OR** four years of experience in positions related to accounting, auditing, business analysis or review, highway safety program administration, or technical experience in operations or related positions.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Monitors operations activities; conducts quality control/assurance for assigned areas, programs, or operations equipment; reviews traffic crash statistics for development of problem identification statements; conducts economic analysis and evaluates process efficiency.
2. Analyzes data related to the transportation operations, including mobility, incident management, work zone management, and road weather management.

3. Tracks and reports on the division's strategic business plans or safety plans; assists the development of various business reports; coordinates budget transfers, revisions, or adjustments.
4. Assists in the development of operations-related procedures, standards, specifications, and policies.
5. Prepares grant applications and grant contracts; notifies grant recipients; monitors projects for compliance with grant requirements.
6. Supports assigned programs by providing technical assistance to engineering staff.
7. Conducts presentations; serves as a contact for program-related questions and inquiries; attends, conducts, and coordinates training, meetings, workshops, and conferences.
8. Advises and assists in identifying acceptable business practices, procedures, and record keeping practices by monitoring laws, statutes, and ordinances, Commission decisions, and contracts, as well as federal state, and local regulations.
9. Manages access to operation-related software, databases, or devices conveying traveler information.
10. Develops customized reports; identifies, analyzes, researches, and prepares reports related to performance measures, best practices, projected costs/savings, and assigned business or operations issues; reviews and/or modifies department contracts and prepares for execution by the Commission.
11. Performs other responsibilities as required or assigned.