Missouri Department of Transportation Job Description

Job Title: Transportation Management Systems Administrator

Title Code: R04099

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Transportation Planning

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The transportation management systems administrator oversees and supports the activities associated with managing transportation management systems (TMS) software, including data analysis and verification, training, testing, application development, and implementation of monthly system updates. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Mathematics, Computer Science or related field, **AND** eight years of experience in data preparation and analysis, **OR**
- Twelve years of experience in data preparation and analysis.

Special Working Conditions/Job Characteristics

- Job may require occasional, statewide, overnight travel.

Examples of Work

1. Coordinates and facilitates the development and delivery of TMS applications to better serve customer business needs, including determining functional requirements.

2. Oversees data analysis and verification of data accuracy in TMS database; performs user acceptance testing and system testing of TMS software solutions, including client/server applications and intranet web applications and queries.

3. Plans, directs, coordinates and monitors the progress of the data maintenance and application support section within the division.

4. Serves as liaison for TMS to district and central office staff, external consultants and other state agencies that use the system.

5. Distributes monthly software updates to the general user community; prepares software applications for distribution, runs update scripts, and coordinates team resources; ensures updates are completed in a timely and accurate manner.

6. Creates custom queries/reports for internal and external customers, including those used by district and central office staff in the programming of pavement, bridge, and safety products; works with vendors in the purchase, maintenance or repair of equipment and the execution of service contracts.

7. Directs training of department personnel in the proper use of assigned software in both classroom and field environments; creates upgrades to existing software as requested by the department.

8. Facilitates effective communication, teamwork and project management among division staff, district staff, and consultants throughout the department.

9. Oversees the process of TMS data and application maintenance required by changes to the highway network.

10. Performs supervisory responsibilities.