

# Missouri Department of Transportation Job Description

**Job Title:** Transportation Planning Specialist

**Title Code:** R04082

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central and District Offices – As assigned

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

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

## **General Summary**

The transportation planning specialist evaluates transportation alternatives for the ability to meet transportation goals and objectives and potential social, economic, and environmental impacts on communities; informs, educates, and advises customers about the transportation planning process. Job responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Public or Business Administration, Planning, Civil Engineering, or related field, **AND** six years of experience in transportation engineering or planning, **OR**
- Ten six years of experience in transportation engineering or planning.

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

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Coordinates and manages transportation planning studies.
2. Informs and advises customers about transportation project needs assessment and prioritization; represents the department at public meetings including regional planning commission or Metropolitan Planning Organization (MPO) meetings.
3. Prepares and maintains a district or division's annual planning budget and administers sub-allocated funding programs.

4. Reviews and approves final design plans, including specifications and construction cost estimates, for local Federal Aid Program.
5. Serves as a technical resource for project development teams to ensure plans and projects comply with legal, regulatory, and fiscal requirements and constraints.
6. Serves as a department representative to regional planning commissions to prioritize, plan and develop transportation projects.
7. Analyzes regulatory and statutory language for department impact and recommends appropriate action.
8. Coordinates department, federal, state and local agencies involved with the development and approval of MPO work products.
9. May conduct MPO certification reviews and make certification recommendations.
10. May develop statewide planning policies including funding distribution, air quality and planning processes.
11. Performs other responsibilities as required or assigned.