MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 03/02/2020
Application Deadline: 03/16/2020
Job Post ID: 12598
Job Title: Transportation Planning Specialist
Min Monthly Salary: $4,752.00
Number Positions: 1
Location: 105 W. Capitol Avenue, Jefferson City, MO
District/Division: Central Office / Transportation Planning Division
Human Resources Contact Number: 573-751-7107

Notice: The deadline to apply for this position is March 16, 2020, at 11:55 p.m.

Substitution of experience for the education requirement will be considered.
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Waiver of minimum requirements may be considered.
Remote work location and/or teleworking will be considered for this position.

General Summary:
The transportation planning specialist ensures that interaction and coordination among the districts and the planning partners conforms to appropriate policies, procedures, and standards in preparing work products and facilitates the review and approval of each. Additionally, the transportation planning specialist works with district staff through the development of the Statewide Transportation Improvement Program (STIP), Transportation Improvement Programs (TIPs), unfunded needs list and the district Asset Management Plans. Job responsibilities are performed under general supervision.

Minimum/Required Qualifications:
Bachelor's Degree: Public or Business Administration, Planning, Civil Engineering, or related field.
Six years of experience in transportation engineering or planning.

Supervisory Responsibilities:
None

Special Working Conditions/Job Characteristics:
Job requires occasional, statewide, overnight travel.

Examples of Work:
• Assists district staff and ensures development of planning partner work products and department planning tools.
• 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.

• Prepares and maintains a district or division's annual planning budget and administers sub-allocated funding programs.

• Reviews and approves final design plans, including specifications and construction cost estimates, for local Federal Aid Program.

• Serves as a technical resource for project development teams to ensure plans and projects comply with legal, regulatory, and fiscal requirements and constraints.

• Serves as a department representative to regional planning commissions to prioritize, plan and develop transportation projects.

• Analyzes regulatory and statutory language for department impact and recommends appropriate action.

• Coordinates department, federal, state and local agencies involved with the development and approval of MPO work products.

• May conduct MPO certification reviews and make certification recommendations.

• May develop statewide planning policies including funding distribution, air quality and planning processes.

• Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation Employment Application System (EAS) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.