MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT

Statewide

11/24/2020 12/10/2020
Date Posted

Multimodal Operations Specialist (Transit) /
Intermediate Multimodal Operations Specialist
(Transit) / Senior Multimodal Operations Specialist
(Transit)

Job Title

Central Office / Multimodal Operations Division

District/Division/Office

105 W. Capitol Avenue, Jefferson City, MO

Location of Vacancy

11 / 13 / 15

Salary Grade

$3,308.00 / $3,675.00 / $4,088.00

Min. Monthly Salary

Joan Roeseler

Supervisor/Team Leader

1

Number of Positions

Jean Nougues

Contact Person (Name)
nouguj1

573-751-7107

(USERID)

(Area Code/Telephone No.)

SAFETY-SENSITIVE JOB: YES NO

PHYSICALLY DEMANDING JOB: YES NO

FREQUENT USE OF DEPARTMENT VEHICLE: YES NO

Notice: The deadline to apply for this position is December 10, 2020, at 11:55 p.m.

In order to be considered for this position go to MoDOT Careers

Remote work location and/or teleworking will be considered for this position.

Note: Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.

Job Summary:

--- Multimodal Operations Specialist (Transit) ---

The multimodal operations specialist performs routine entry-level activities in areas related to transit program administration, including the administration of state and federal funding for operational and capital expenditures to entities that provide transportation services. Responsibilities are performed under direct supervision.

--- Intermediate Multimodal Operations Specialist (Transit) ---

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

--- Senior Multimodal Operations Specialist (Transit) ---

The senior multimodal operations specialist performs varied and complex activities in areas related to transit 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:
--- Multimodal Operations Specialist (Transit) ---
Bachelor's Degree: Accounting, Business Administration, Finance, Planning, Public Administration, or related field

--- Intermediate Multimodal Operations Specialist (Transit) ---
Bachelor's Degree: Accounting, Business Administration, Finance, Planning, Public Administration, or related field
Two 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.

--- Senior Multimodal Operations Specialist (Transit) ---
Bachelor's Degree: Accounting, Business Administration, Finance, Planning, Public Administration, or related field
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.

Supervisory Responsibilities:
--- Multimodal Operations Specialist (Transit) ---
None

--- Intermediate Multimodal Operations Specialist (Transit) ---
None

--- Senior Multimodal Operations Specialist (Transit) ---
Lead Worker Only

Special Working Conditions/Job Characteristics:
--- Multimodal Operations Specialist (Transit) ---
Job requires occasional, statewide, overnight travel.

--- Intermediate Multimodal Operations Specialist (Transit) ---
Job requires occasional, statewide, overnight travel.

--- Senior Multimodal Operations Specialist (Transit) ---
Job requires occasional, statewide and out-of-state, overnight travel.

Examples of Work:
--- Multimodal Operations Specialist (Transit) ---
- Assists in the development of 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.
- Reviews grant applications for completeness, accuracy, plan compliance, methodology, and feasibility; solicits grant applications.
- Reviews multimodal projects for conformance to non-discrimination on the basis of elderly or accessibility requirements and the Americans with Disabilities Act (ADA).
- Communicates with transportation providers to provide guidance on requirements and procedures for multimodal projects.
- 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.
- Conducts on-site inspections of projects and multimodal transportation services as required.
- Assists local advocacy groups in developing multimodal related plans.
- Performs other responsibilities as required or assigned.

--- Intermediate Multimodal Operations Specialist (Transit) ---
- Assists in the development of 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.

- Reviews multimodal projects for conformance to non-discrimination on the basis of elderly or accessibility requirements and the Americans with Disabilities Act (ADA).
- 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.
- Prepares and distributes printed materials relative to multimodal transportation for public consumption.
- Prepares project applications for federal aid in accordance with federal guidelines.
- Confers with local officials and consultants to provide technical assistance in the development, improvement, or maintenance of multimodal facilities and equipment, as well as consultant agreements.
- Analyzes data and performs special studies relating to multimodal activities.
- Conducts monthly inspections of public multimodal transportation services.
- Administers multimodal transportation project implementation programs; prepares annual budget requests and work program.
- Performs other responsibilities as required or assigned.

--- Senior Multimodal Operations Specialist (Transit) ---

- 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.
- Reviews multimodal projects for conformance to non-discrimination on the basis of elderly or accessibility requirements and the Americans with Disabilities Act (ADA).
- 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.
- Prepares project applications for federal aid in accordance with federal guidelines.
- Analyzes data and performs special studies relating to multimodal activities.
- Administers multimodal transportation project implementation programs; prepares annual budget requests and work program.
- Coordinates the planning, analyzing, and project implementation activities to provide state and federal financial assistance to meet their maintenance and capital improvement needs.
- 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.
- Recommends state policy positions to management on federal/state multimodal proposals.
- 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.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the MoDOT 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.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

During the COVID-19 pandemic, MoDOT strictly enforces social distancing, face covering, and other safety requirements to ensure the health and safety of our employees and those who we serve.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

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.