Notice: The deadline to apply for this position is January 16, 2019, at 11:55 p.m. Interviews will be held on February 6, 2019.

Substitution of experience for the education requirement will be considered.

Waiver of minimum requirements may be considered.

Remote work location and/or teleworking is not available for this position.

General Summary:

--- System Management Specialist (Signing) ---
The system management specialist performs routine entry-level activities in the areas of traffic management and operations, sign production, sign design, maintenance management, and highway safety program administration. Responsibilities are performed under direct supervision.

--- Intermediate System Management Specialist (Signing) ---
The intermediate system management specialist performs varied and moderately complex activities in the areas of traffic management and operations, sign production, sign design, maintenance management, and highway safety program administration. Responsibilities are performed under moderate supervision.

--- Senior System Management Specialist (Signing) ---
The senior system management specialist performs varied and complex activities in the areas of traffic management and operations, sign production, sign design, maintenance management, and highway safety program administration. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

--- System Management Specialist (Signing) ---
Bachelor's Degree: Business Administration, Accounting, Civil Engineering Technology, or a related field

--- Intermediate System Management Specialist (Signing) ---
Bachelor's Degree: Business Administration, Accounting, Civil Engineering Technology, or related field
Two 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.

--- Senior System Management Specialist (Signing) ---
Bachelor's Degree: Business Administration, Accounting, Civil Engineering Technology, or related field
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.

Supervisory Responsibilities:

--- System Management Specialist (Signing) ---
None

--- Intermediate System Management Specialist (Signing) ---
None

--- Senior System Management Specialist (Signing) ---
Lead Worker Only

Special Working Conditions/Job Characteristics:

--- System Management Specialist (Signing) ---
Job requires occasional, statewide, overnight travel.

--- Intermediate System Management Specialist (Signing) ---
Job requires occasional, statewide overnight travel.

--- Senior System Management Specialist (Signing) ---
Job requires occasional, statewide, overnight travel.

Examples of Work:

--- System Management Specialist (Signing) ---
• Review all purchase orders for highway signs on a weekly basis, working directly with the district warehouse managers who submit these orders, to assure they are accurate.
• Validate sign orders for accuracy, using Google Earth and Aran video to perform virtual site reviews, to determine conditions at the sign installation site.
• Detail any variable message sign based on site evaluations to supply to the sign fabrication vendor along with the corresponding sign order.
• Submit sign orders to the sign fabricator on a weekly basis, working with the sign fabricator to resolve any issues which may arise.
• Maintain the Sign Management Catalog, updating vendor pricing, sign images and/or sign numbers.
• Work with General Services and Financial Services to maintain and update commodity codes for highway signs and posts.
• Assist districts in initiating Traffic Contracts (TR-15, TR-42) by designing any required signs and calculating signing fees.
• Point of Contact with MoDOT's Supplemental Sign Contractor, detailing any signs they may need for new and replacement signs.
• Assist in monitoring operations activities; conducting quality control/assurance reviews for assigned areas, programs, operates equipment; reviews traffic crash statistics for development of problem identification statements.
• Assists in the development of operations-related procedures, standards, specifications, and policies.
• Supports assigned programs by providing technical assistance to engineering staff.
• Conducts presentations; serves as a contact for program-related questions and inquiries; attends, conducts, and coordinates training, meetings, workshops, and conferences.
• 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.
• 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.

• Performs other responsibilities as required or assigned.

--- Intermediate System Management Specialist (Signing) ---

• Review all purchase orders for highway signs on a weekly basis, working directly with the district warehouse managers who submit these orders, to assure they are accurate.

• Validate sign orders for accuracy, using Google Earth and Aran video to perform virtual site reviews, to determine conditions at the sign installation site.

• Detail any variable message sign based on site evaluations to supply to the sign fabrication vendor along with the corresponding sign order.

• Submit sign orders to the sign fabricator on a weekly basis, working with the sign fabricator to resolve any issues which may arise.

• Maintain the Sign Management Catalog, updating vendor pricing, sign images and/or sign numbers.

• Work with General Services and Financial Services to maintain and update commodity codes for highway signs and posts.

• Assist districts in initiating Traffic Contracts (TR-15, TR-42) by designing any required signs and calculating signing fees.

• Point of Contact with MoDOT's Supplemental Sign Contractor, detailing any signs they may need for new and replacement signs.

• Monitors operations activities; conducts quality control/assurance reviews for assigned areas, programs, operates equipment; reviews traffic crash statistics for development of problem identification statements.

• Assists in the development of operations-related procedures, standards, specifications, and policies.

• Supports assigned programs by providing technical assistance to engineering staff.

• Conducts presentations; serves as a contact for program-related questions and inquiries; attends, conducts, and coordinates training, meetings, workshops, and conferences.

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• Performs other responsibilities as required or assigned.

--- Senior System Management Specialist (Signing) ---

• Review all purchase orders for highway signs on a weekly basis, working directly with the district warehouse managers who submit these orders, to assure they are accurate.

• Validate sign orders for accuracy, using Google Earth and Aran video to perform virtual site reviews, to determine conditions at the sign installation site.

• Detail any variable message sign based on site evaluations to supply to the sign fabrication vendor along with the corresponding sign order.

• Submit sign orders to the sign fabricator on a weekly basis, working with the sign fabricator to resolve any issues which may arise.

• Maintain the Sign Management Catalog, updating vendor pricing, sign images and/or sign numbers.

• Work with General Services and Financial Services to maintain and update commodity codes for highway signs and posts.

• Assist districts in initiating Traffic Contracts (TR-15, TR-42) by designing any required signs and calculating signing fees.

• Point of Contact with MoDOT's Supplemental Sign Contractor, detailing any signs they may need for new and replacement signs.

• Monitors operations activities; conducts quality control/assurance reviews for assigned areas, programs, operates equipment; reviews traffic crash statistics for development of problem identification statements.

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• 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.
• 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.
• Performs 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 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