MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 01/02/2019
Application Deadline: 01/16/2019
Job Post ID: 11276
Job Title: System Management Specialist (Transportation Systems Management and Operations) / Intermediate System Management Specialist (Transportation Systems Management and Operations) / Senior System Management Specialist (Transportation Systems Management and Operations)
Min Monthly Salary: $3,272.00 / $3,635.00 / $4,044.00
Number Positions: 1
Location: 830 MoDOT Drive, Jefferson City, MO
District/Division: Central Office / Highway Safety and Traffic Division
Human Resources Contact Number: 573-751-2923

Notice: The deadline to apply for this position is January 16, 2019, at 11:55 p.m. Interviews will be held on February 5, 2019.

Substitution of experience for the education requirement will be considered.

Waiver of minimum requirements may be considered.

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

The selected candidate has the flexibility to work from any location within the State of Missouri.

General Summary:

--- System Management Specialist (Transportation Systems Management and Operations) ---
The system management specialist performs routine entry-level activities in the areas of traffic management and operations (mobility, incident management, and work zones), maintenance management, and/or highway safety program administration. Responsibilities are performed under direct supervision.

--- Intermediate System Management Specialist (Transportation Systems Management and Operations) ---
The intermediate system management specialist performs varied and moderately complex activities in the areas of traffic management and operations (mobility, incident management, and work zones), maintenance management, and/or highway safety program administration. Responsibilities are performed under moderate supervision.

--- Senior System Management Specialist (Transportation Systems Management and Operations) ---
The senior system management specialist performs varied and complex activities in the areas of traffic management and operations (mobility, incident management, and work zones), maintenance management, and/or highway safety program administration. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

--- System Management Specialist (Transportation Systems Management and Operations) ---
Bachelor's Degree: Business Administration, Accounting, Civil Engineering Technology, or a related field
--- Intermediate System Management Specialist (Transportation Systems Management and Operations) ---
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 (Transportation Systems Management and Operations) ---
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 (Transportation Systems Management and Operations) ---
None
--- Intermediate System Management Specialist (Transportation Systems Management and Operations) ---
None
--- Senior System Management Specialist (Transportation Systems Management and Operations) ---
Lead Worker Only

Special Working Conditions/Job Characteristics:
--- System Management Specialist (Transportation Systems Management and Operations) ---
Job requires occasional, statewide, overnight travel.
--- Intermediate System Management Specialist (Transportation Systems Management and Operations) ---
Job requires occasional, statewide, overnight travel.
--- Senior System Management Specialist (Transportation Systems Management and Operations) ---
Job requires occasional, statewide, overnight travel.

Examples of Work:
--- System Management Specialist (Transportation Systems Management and Operations) ---
• Monitors operations activities; conducts quality control/assurance for assigned areas, programs, or operations equipment; reviews traffic crash statistics for development of problem identification statements; conducts economic analysis and evaluates process efficiency.
• Analyzes data related to the transportation operations, including mobility, incident management, work zone management, and road weather management.
• Tracks and reports on the division’s strategic business plan or safety plans; assists the development of various business reports; coordinates budget transfers, revisions, or adjustments.
• Assists in the development of operations-related procedures, standards, specifications, and policies.
• Prepares grant applications and grant contracts; notifies grant recipients; monitors projects for compliance with grant requirements.
• 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.
• Manages access to operations-related software, databases, or devices conveying traveler information.
• 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 (Transportation Systems Management and Operations) ---
Monitors operations activities; conducts quality control/assurance for assigned areas, programs, or operations equipment; reviews traffic crash statistics for development of problem identification statements; conducts economic analysis and evaluates process efficiency.

Analyzes data related to the transportation operations, including mobility, incident management, work zone management, and road weather management.

Tracks and reports on the division’s strategic business plan or safety plans; assists the development of various business reports; coordinates budget transfers, revisions, or adjustments.

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

Prepares grant applications and grant contracts; notifies grant recipients; monitors projects for compliance with grant requirements.

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.

Manages access to operations-related software, databases, or devices conveying traveler information.

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Performs other responsibilities as required or assigned.

--- Senior System Management Specialist (Transportation Systems Management and Operations) ---

Monitors operations activities; conducts quality control/assurance for assigned areas, programs, or operations equipment; reviews traffic crash statistics for development of problem identification statements; conducts economic analysis and evaluates process efficiency.

Analyzes data related to the transportation operations, including mobility, incident management, work zone management, and road weather management.

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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