

# Missouri Department of Transportation

Code: R04122

Title: Commercial Motor Vehicle Program Manager

Exemption Status: Exempt

Grade: 17

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## Job Description

Effective Date 02-01-2010

Replaces  
(Effective Date) 04-01-2009

**General Summary** The commercial motor vehicle program manager develops, coordinates and monitors commercial motor vehicle safety programs; develops and monitors highway safety programs with local and state law enforcement. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Business Administration, Criminal Justice or related field  
Six years of experience in positions related to commercial motor vehicle enforcement/inspection, auditing, business analysis/review or highway safety program administration.

**Supervisory Responsibilities** Lead Worker Only

**Location** Central Office - Highway Safety Division

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

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## Examples of Work

- (1) Manages the Motor Carrier Safety Assistance Program to reduce the number and severity of commercial motor vehicle crashes, including preparing the annual commercial vehicle safety plan, reporting to the plan's external partners, and managing the program's budget.
- (2) Manages law enforcement contracts including preparing contracts, monitoring monthly voucher/activity submissions and preparing activity reports.
- (3) Presents highway safety information at national, state and local conferences, workshops and meetings.
- (4) Plans and manages highway safety training conferences.
- (5) Assists with the development and implementation of the grants management database system.
- (6) Performs other responsibilities as required or assigned.

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.