

# Missouri Department of Transportation

Code: R04113

Title: Senior Outdoor Advertising Permit Specialist

Exemption Status: Non-Exempt

Grade: 13

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## **Job Description**

**Effective Date** 12-01-2013

**Replaces  
(Effective Date)** 11-01-2007

**General Summary** The senior outdoor advertising permit specialist ensures compliance with the Highway Beautification Act by regulating outdoor advertising and junkyards in accordance with federal and state regulations. Responsibilities are performed under moderate supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field  
Two years of professional right of way experience.

**Supervisory  
Responsibilities** None

**Location** Central and District Offices - Right of Way

**Special Working  
Conditions/Job  
Characteristics** Job requires statewide, overnight travel.  
Job requires exposure to moderately adverse and undesirable environmental conditions.

Job may require operation of vehicles to plow snow and spread ice control materials.

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## **Examples of Work**

- (1) Reviews applications and issues or denies permits to erect outdoor advertising or trim vegetation in accordance with state and federal regulations.
- (2) Conducts surveillance of and inspects new and existing billboards, signs, and vegetation cuttings.
- (3) Meets with outdoor advertising companies, municipalities, salvage yards, and the general public concerning programs.
- (4) Inspects and monitors salvage yards for compliance with law; issues licenses and attends junkyard court hearings.
- (5) Initiates, gathers data for, attends, and testifies at formal and informal hearings on appeals of specialist's decision.
- (6) Responds to inquiries from external and internal customers and advises sign owners, property owners, and local government officials concerning outdoor advertising regulations and department guidelines.
- (7) Identifies and coordinates the removal of illegal signs.

- (8) Maintains and updates billboards/junkyards database.
- (9) Conducts extensive research to obtain information from sources such as courthouses, internet, post offices, city halls, and state records for property owners, zoning officials, sign owners, and qualifying businesses.
- (10) Makes recommendations for changes to policies and procedures for outdoor advertising and junkyard programs.
- (11) 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.**