

Missouri Department of Transportation

Code: R04372

Title: System Management Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 09-01-2014

Replaces (Effective Date) 04-01-2006

General Summary The system management specialist performs routine entry-level activities in the areas of parks road management, traffic management and operations, overdimension/overweight permit operations, sign production, maintenance management, bridge management, roadside management, highway safety program administration, construction management, and/or environmental support. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications Bachelor's Degree: Business Administration, Accounting, Civil Engineering Technology, or a related field

Supervisory Responsibilities None

Location Central Office - Maintenance; Traffic and Highway Safety

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

Examples of Work

- (1) 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.
- (2) Analyzes data related to the transportation operations, including mobility, incident management, work zone management, and road weather management.
- (3) 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.
- (4) Assists in the development of operations-related procedures, standards, specifications, and policies.
- (5) Prepares grant applications and grant contracts; notifies grant recipients; monitors projects for compliance with grant requirements.
- (6) Supports assigned programs by providing technical assistance to engineering staff.
- (7) Conducts presentations; serves as a contact for program-related questions and inquiries; attends, conducts, and coordinates training, meetings, workshops, and conferences.

- (8) 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.
- (9) Manages access to operations-related software, databases, or devices conveying traveler information.
- (10) 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.
- (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.