

Missouri Department of Transportation

Code: R05944

Title: Long-Range Transportation Planning
Coordinator

Exemption Status: Exempt

Grade: 20

Job Description

Effective Date 09-15-2014

Replaces
(Effective Date) 04-01-2006

General Summary The long-range transportation planning coordinator sets direction for all modes of transportation based on public feedback, available resources, and priority of need, and oversees the department's organizational performance management system, including development of performance measurement targets.

Minimum/Required Qualifications Bachelor's Degree: Public or Business Administration, Planning, Civil Engineering, or related field.
Registration as a Certified Planner or as a Professional Engineer in the State of Missouri.
Nine years of experience in transportation engineering or planning.

Supervisory Responsibilities Full Supervision

Location Central Office - Transportation Planning

Special Working Conditions/Job Characteristics

Examples of Work

- (1) Develops, implements, and updates long range transportation plans.
- (2) Identifies long-range transportation needs and works with districts to develop the most appropriate project with a defined scope and cost.
- (3) Educates the department, public, and stakeholders on long-range transportation planning issues and projects.
- (4) Identifies methods to optimize and define the role of significant national and state bicycle and pedestrian routes.
- (5) Determines consultant solicitation, selection, and administration.
- (6) Supervises the department's organizational performance management activities, as well as urban planning activities, including meeting with local authorities and metropolitan planning organizations, serving on local transportation planning advisory committees, and reviewing agreements for urban transportation studies;

- reviews traffic models and socioeconomic data used to make urban traffic projections.
- (7) Develops strategies to accomplish the department's transportation goals, including analyzing funding alternatives and legislative needs, and relationships with the public, organizations, cities, the media, and the legislature; prepares related reports and correspondence; makes presentations on transportation planning.
 - (8) Serves as department representative on policy, research, or technical advisory committees or for multi-state or consultant transportation studies.
 - (9) Prepares annual budget work program for long range planning, performance based planning and programming, and organizational performance management; leads the development of federally required State Planning and Research Program in coordination with the department's budgeting process.
 - (10) Oversees and coordinates the department's organizational performance management system, including development of performance measurement targets.
 - (11) Establishes links between long range planning, asset management, department measures, and national performance measures.
 - (12) Incorporates customer feedback with development of the department's long range transportation plan.
 - (13) Coordinates performance measurement targets and the performance-based planning and programming process used to develop the Statewide Transportation Improvement Program.
 - (14) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
 - (15) 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.