

Missouri Department of Transportation

Code: R04059

Title: Community Liaison

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 01-01-2015

Replaces (Effective Date) 04-01-2006

General Summary The community liaison is responsible for serving as a department representative and liaison within a community regarding employment, procurement, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), and other department programs, activities, and initiatives. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Public Relations, Public Administration, Business Administration or related field
Three years of experience in community or public relations, public administration, business administration, or comparable positions.

Supervisory Responsibilities None

Location St. Louis and Kansas City Districts - Administration

Special Working Conditions/Job Characteristics Job requires regular, statewide, overnight travel, and occasional out of state travel. Work will be performed at locations within the community.

Examples of Work

- (1) Serves as a community liaison for the department through active involvement with local groups and organizations in order to provide assistance regarding employment, procurement, and other department programs, activities, and initiatives.
- (2) Develops, coordinates, and implements strategies to increase communication and build or strengthen relationships between the department and community organizations and officials.
- (3) Serves as a liaison for department activities related to on-the-job training, contract compliance, EEO, DBE certification, city and county compliance, and Federal Highway Administration (FHWA) requirements; coordinates liaison activities with department civil rights staff as necessary.
- (4) Conducts community outreach with minority and female organizations, contractor organizations, and political representatives; and acts as an advocate for department efforts in equal opportunity and affirmative action.
- (5) Conducts program development activities including recruitment, training and workshops, and pre-apprenticeships and work initiatives.

- (6) Identifies business opportunities and designs, coordinates, and implements training and business development programs offered by the department and/or other state agencies.
- (7) Attends public or community meetings to share information about department programs, activities, and initiatives, and to obtain information and feedback to be used for assessment purposes within the department.
- (8) 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.