

Missouri Department of Transportation

Code: R04032

Title: Special Projects Coordinator

Exemption Status: Exempt

Grade: 19

Job Description

Effective Date 02-01-2017

Replaces (Effective Date) 05-01-2015

General Summary The special projects coordinator performs varied and complex tasks in the completion of special projects involving a high degree of functional expertise in area of assignment. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Accounting, Finance, Business Administration, Human Resources Management, or field related to area of assignment
Eight years of experience in positions demonstrating a knowledge and application of laws, regulations, policies, and procedures governing the area of assignment.

Supervisory Responsibilities Lead Worker Only

Location Central Office - Communications, Financial Services, Human Resources, Motor Carrier Services, Equal Opportunity and Diversity

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.
Job may require the ability to handle highly sensitive and adversarial situations.

Examples of Work

- (1) Analyzes policies and practices for added value to the department's goals, objectives, and consistency with management philosophy; recommends to management the elimination, creation, and revision of policies to meet department needs and goals.
- (2) Researches, plans, and executes special projects involving a high degree of expertise; coordinates and facilitates project teams in the completion of special projects.
- (3) Establishes project teams, identifies resource needs, selects members, and monitors project recommendations.
- (4) Conducts research on special communication or marketing inquiries and prepares responses; provides guidance to department managers.
- (5) Coordinates and conducts quality assurance reviews of the department's actions and processes; meets with district and division personnel on problem areas and reports them to department management.
- (6) Identifies resource needs and works with department personnel to select members of project team; monitors project team recommendations for compliance with state and federal regulations, profession specific

principles, department procedures, and management philosophy and directives.

- (7) Researches and provides guidance to district and division management on actions, practices, or policy interpretation needs.
- (8) Researches, develops, and delivers training on department policy initiatives; attends district, division, and external meetings to exchange ideas and knowledge, answer questions, speak on special topics, and ensure open communication.
- (9) Serves as a spokesperson for the department during media interviews, public speaking engagements, or other communication opportunities.
- (10) Researches, develops, and implements products and tools to support districts and divisions in attaining tangible results, and successfully modeling our values.
- (11) Researches, identifies, and generates proposals for new government, foundation, and private prospects to fund programs and initiatives.
- (12) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (13) 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.