

# Missouri Department of Transportation

Code: R04141

Title: Assistant Transportation Planning Director

Exemption Status: Exempt

Grade: 21

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## Job Description

Effective Date 06-01-2017

Replaces  
(Effective Date)

**General Summary** The assistant transportation planning director directs and supervises transportation planning functions related to planning and performance, system analysis, and statewide programming. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Accounting, Business Administration, Civil Engineering, Finance, Planning, Public Administration, or related field  
Over nine years of experience in planning, or in highway or transportation engineering, including positions demonstrating a knowledge and application of transportation planning laws, regulations, policies, and procedures.

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Transportation Planning

**Special Working Conditions/Job Characteristics** Registration as a Certified Planner or as a Professional Engineer in the State of Missouri is preferred.

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## Examples of Work

- (1) Plans and directs the planning and performance, transportation system analysis, and statewide programming units with an emphasis on performance-based planning and programming.
- (2) Prepares the division business and work plans to ensure completion of projects.
- (3) Assists the transportation planning director in developing and administering statewide transportation planning policies, procedures, and initiatives.
- (4) Represents the division or the department at internal and external meetings and conferences; meets with internal or external groups to discuss transportation planning issues, projects, or policies.
- (5) Develops and oversees performance measures related to transportation planning.
- (6) Prepares and monitors the division budget and approves expenditures.
- (7) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (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.**