

# Missouri Department of Transportation

Code: R05046

Title: Assistant State Design Engineer - Local Programs Administrator

Exemption Status: Exempt

Grade: 21

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## Job Description

**Effective Date** 06-01-2017

**Replaces (Effective Date)** 06-01-2011

**General Summary** The local public agency administrator manages the department's Local Public Agency (LPA) program, which provides federal funding to cities and counties for their transportation improvements, including providing policy oversight and engineering guidance.

**Minimum/Required Qualifications** Bachelor's Degree: Civil Engineering  
Licensed as a Professional Engineer in the State of Missouri  
Over nine years of experience in highway or transportation engineering

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Design

**Special Working Conditions/Job Characteristics** Job requires regular, statewide or out-of-state travel.

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## Examples of Work

- (1) Administers the LPA program to assist local public agencies with the federal aid project delivery process.
- (2) Provides technical expertise and support to district LPA managers; coordinates information regarding LPA projects with internal districts and divisions to determine funding eligibility and oversight of federal and state policies and procedures.
- (3) Oversees local federal aid projects to assure compliance with federal laws, rules, regulations and policies and applicable state statutes, rules, regulations and policies.
- (4) Oversees and/or performs engineering analysis and review of local projects to ensure they meet applicable standards.
- (5) Provides engineering support and review of the impact of federal and state laws on local projects to ensure compliance with accepted standards.
- (6) Meets and facilitates meetings with city and county officials and Federal Highway Administration officials to provide and exchange information and resolve problems regarding eligibility, engineering and financial issues.

- (7) Oversees the development of the department's LPA guidance contained in the Engineering Policy Guide (EPG) and reviews and updates the EPG, as needed.
- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) 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.**