

Missouri Department of Transportation

Code: R04047

Title: Highway Safety Program Administrator

Exemption Status: Exempt

Grade: 19

Job Description

Effective Date 07-01-2017

**Replaces
(Effective Date)** 04-01-2009

General Summary The highway safety program administrator oversees federal grant processes related to highway safety funding; plans, directs, and coordinates the solicitation, review, award, and monitoring processes of contracts. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Criminal Justice, or related field
Eight years of experience in highway/traffic safety or law enforcement or comparable positions.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Highway Safety and Traffic

**Special Working
Conditions/Job
Characteristics** Job may require some statewide or out of state travel.

Examples of Work

- (1) Writes procedures for general and specific operation of the division; prepares responses for department director and division director.
- (2) Coordinates and supervises the monitoring phase of contracts for compliance with National Highway Traffic Safety Administration (NHTSA) guidelines and the progress toward the goal of the highway safety strategic plans.
- (3) Prepares grant applications and writes letters for federal funding; maintains extensive knowledge of federal and state regulations governing highway safety programs.
- (4) Coordinates the review and initial selection of projects for award based on demonstrated need and in accordance with policies, procedures, and highway safety related planning documents.
- (5) Directs and coordinates the solicitation of proposals by mail and assists in the planning of regional grant-writing workshops for potential grantees.
- (6) Monitors the timely completion of the National Highway Traffic Safety Administration's monthly, quarterly, and annual reports.
- (7) Coordinates the development of the Highway Safety Plan (HSP) according to National Highway Traffic

- Safety Administration (NHTSA) guidelines and in coordination with the highway safety strategic plans.
- (8) Directs and coordinates the compilation of the division's annual report in compliance with the National Highway Traffic Safety Administration's guidelines and reports the progress made toward the highway safety strategic goals.
 - (9) Provides oversight of all highway safety programs including police traffic services, alcohol counter measures, youth enforcement, child passenger safety, motor carrier safety assistance program, data evaluation, mature driver safety, training, and public information/education.
 - (10) Performs supervisory responsibilities in a manner consistent with department's Affirmative Action Program.
 - (11) 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.