

# Missouri Department of Transportation

Code: R04173

Title: Assistant to the State Highway Safety and Traffic Engineer

Exemption Status: Exempt

Grade: 21

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## Job Description

Effective Date 05-01-2018

Replaces  
(Effective Date)

**General Summary** The assistant to the state highway safety and traffic engineer is responsible for leading highway safety program planning and coordination, federal grant processes, and contract processes; assists in setting the direction for the division and acts as director in the director's absence. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Business Administration, Civil Engineering, Public Administration, Safety, Social Sciences, or related field  
Over nine years of professional experience in criminal justice, public safety, transportation engineering, traffic safety, or emergency management.

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Highway Safety and Traffic

**Special Working Conditions/Job Characteristics**

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## Examples of Work

- (1) Guides the development and implementation of the Highway Safety Plan and Commercial Vehicle Safety Plan, including coordination with federal and state highway safety goals and objectives; evaluates for effectiveness.
- (2) Develops, implements, and evaluates highway safety-related programs, policies, organizational changes, and department initiatives.
- (3) Leads the Missouri Coalition for Roadway Safety, including its subcommittees and regional coalitions; plans and manages the strategic highway safety plan, regional coalition work plans, and coalition budget.
- (4) Meets with cities, counties, federal and state agencies, elected officials and other organizations concerning highway safety programs and department initiatives.
- (5) Identifies and implements best practices for highway safety by working with other states, federal partners, and other safety groups.
- (6) Represents the department to local, state, and national media and responds to highway safety inquiries.

- (7) Presents highway safety information and initiatives to groups at the local, state, and national levels.
- (8) May perform state highway safety and traffic engineer duties and represent the director at departmental meetings in the absence of the director.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) 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.**