Missouri Department of Transportation

Title: Assistant to the State Highway Safety and Traffic Engineer

Exemption Status: Exempt
Grade: 21

Job Description

Effective Date: 05-01-2018

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

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.