

Missouri Department of Transportation

Code: R04010

Title: Senior Governmental Relations Specialist

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 06-01-2005

General Summary The senior governmental relations specialist performs varied and complex liaison activities between the department and public officials through the exchange of information regarding proposed legislation affecting the department. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Political Science, Public Administration, or related field
Four years of experience in positions providing exposure to governmental and legislative processes, public policy, or public relations activities.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Governmental Relations

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide and nationwide, overnight travel.

Examples of Work

- (1) Researches, develops, and drafts legislation and amendments as necessary.
- (2) Prepares impact statements for the department's legislative committee for presentation to legislation on how bills affect the department; explains the department's position on legislation.
- (3) Identifies and recommends department action on legislation affecting the department, including adverse legislation.
- (4) Prepares status reports and summaries of bills for the department's legislative committee; tracks and updates information on content of bills as amendments are made.
- (5) Acts as a liaison with legislators to gather information on transportation and constituent issues, and to resolve matters in a timely manner.
- (6) Provides guidance for department personnel with responses to constituent issues and legislative requests; represents the department at necessary functions, meetings, and conferences.
- (7) May be required to coordinate activities of Governmental Relations staff.
- (8) Performs lead worker responsibilities, which may include providing general instruction, assigning and

reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.

- (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.