

Missouri Department of Transportation

Code: R04647

Title: Intermediate Governmental Relations Specialist

Exemption Status: Non-Exempt

Grade: 13

Job Description

Effective Date 04-01-2006

Replaces (Effective Date) 06-01-2005

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

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

Supervisory Responsibilities None

Location Central Office - Governmental Relations

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

Examples of Work

- (1) Attends and provides testimony at legislative committee hearings; attends floor debates to obtain information related to bills.
- (2) Researches and drafts legislation and amendments as necessary.
- (3) Prepares impact statements for the department's legislative committee for presentation to legislators on how bills affect the department; explains the department's position on legislation.
- (4) Identifies and recommends department action on legislation affecting the department, including adverse legislation.
- (5) Prepares status reports and summaries of bills for the department's legislative committee; updates information on content of bills as amendments are made.
- (6) Communicates with legislators in order to advise them of transportation issues; assists department personnel with responding to constituent issues addressed to legislators.
- (7) Represents the department at necessary functions, meetings, and conferences.

- (8) 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.