

Missouri Department of Transportation

Code: R04445

Title: Intermediate General Services Specialist

Exemption Status: Non-Exempt

Grade: 13

Job Description

Effective Date 04-01-2006

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

General Summary The intermediate general services specialist performs varied and moderately complex activities in the areas of facilities management, fleet management, procurement, and other general services programs and policies. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Facilities Management, Public Purchasing/Procurement, Real Estate, or related field
Two years of experience in fleet management, facilities management, procurement, accounting, auditing, business analysis or review.

**Supervisory
Responsibilities** None

Location Central and District Offices - General Services

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

Examples of Work

- (1) Monitors business activities, conducts economic analysis, and evaluates process efficiency; ensures coordination of business activities through the division and outside entities; and makes recommendations for best practice processes based on evaluation.
- (2) Tracks and reports the status and progress of the strategic business plan; coordinates budget transfers, revisions, or adjustments with resource management; trains, coaches, and assists organizational units in the budget process at the division/district/office level.
- (3) Performs contracting and bidding processes, which may include specification development, bid requests, bid openings, bonding, change orders, pay requests, purchases, and the acquisition, disposal, or leasing of property (real estate).
- (4) Monitors federal, state, and local regulations and commission decisions, contracts, and agreements to determine impact on division procedures and record keeping practices; and advises and assists the Central Office and district operations in identifying acceptable business practices.
- (5) Identifies and reports outcome measures, best practices, projected costs/savings and business problems.

- (6) Assists in the coordination of quality assurance programs for assigned areas.
- (7) Provides information for internal and external audits pertaining to assigned areas.
- (8) Assists in the development and coordination of special programs.
- (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.