

Missouri Department of Transportation

Code: R04070

Title: Governmental Relations Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)**

General Summary The governmental relations specialist performs routine entry-level 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, or related field

**Supervisory
Responsibilities** None

Location Central Office - Governmental Relations

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

Examples of Work

- (1) Attends legislative committee hearings and floor debates to obtain information related to bills.
- (2) Conducts research related to proposed legislation and its potential impact on the department.
- (3) Assists in preparing 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) Prepares status reports and summaries of bills for the department's legislative committee; updates information on content of bills as amendments are made.
- (5) Reviews the Missouri and Federal Registers for regulations with potential impact on department operations.
- (6) 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.