

Missouri Department of Transportation

Code: R04008

Title: General Services Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 04-01-2006

Replaces
(Effective Date) 01-01-2005

General Summary The general services specialist performs routine entry-level activities in the areas of facilities management, fleet management, procurement, and other general services programs and policies. Responsibilities are performed under direct supervision.

Minimum/Required
Qualifications Bachelor's Degree: Business Administration, Facilities Management, Public Purchasing/Procurement, Real Estate, or related field

Supervisory
Responsibilities None

Location Central and District Offices - General Services

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

Examples of Work

- (1) Provides support for and monitors business activities, conducts economical analysis, and evaluates process efficiency.
- (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 district/division/office level.
- (3) Provides support in 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) Provides support for and monitors federal, state, and local regulations and commission decisions, contracts, and agreements to determine impact on procedures and record keeping practices; and advises and assists Central Office and district operations in identifying acceptable business practices.
- (5) Provides support in identifying and reporting of outcome measures, best practices, projected costs/savings and business problems.
- (6) Assists in coordination of quality assurance programs for assigned areas.
- (7) Gathers information for internal and external audits pertaining to assigned areas.
- (8) Provides support 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.