

Missouri Department of Transportation

Code: R05697

Title: Computer Liaison, Design

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 09-15-2005

General Summary The computer liaison, design configures and maintains engineering software applications and trains end users on engineering principles and program usage in the production environment. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Four years of experience in highway or transportation engineering.

**Supervisory
Responsibilities** None

Location Central Office - Design

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

Examples of Work

- (1) Designs, codes, develops, supports, and configures engineering software applications to be used by the department's engineers and designers.
- (2) Supports, installs, updates, and maintains design software for department end users.
- (3) Provides engineering support to department engineers and designers.
- (4) Trains end users on department's engineering software applications and assists end users with software problems/issues.
- (5) Designs and updates online training for engineering applications using learning management software.
- (6) Designs, configures, and updates engineering websites and website applications.
- (7) Creates and updates manuals and exercises on engineering applications.
- (8) Communicates with software vendors and department personnel for software solutions; evaluates new software products.
- (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.