

# Missouri Department of Transportation

Code: R05856

Title: Transportation Planner

Exemption Status: Non-Exempt

Grade: 12

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 08-01-2004

**General Summary** The transportation planner conducts transportation planning studies, including data collection, analysis, and reporting, related to all modes of transportation. Responsibilities are performed under moderate supervision

**Minimum/Required  
Qualifications** Bachelor's Degree: Civil Engineering, Business Administration, Public Administration, Transportation, Planning, Economic Development, or related field

**Supervisory  
Responsibilities** None

**Location** Central and District Offices - Transportation Planning

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

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## Examples of Work

- (1) Studies objectives and methods of collection, analysis, and reduction of data on assigned projects.
- (2) Conducts research to gather information, reviews information to ensure validity of materials, and prepares analyses of the collected data.
- (3) Develops recommendations and prepares projected data; maintains programs, databases, and historical files of related data.
- (4) Serves as a liaison between the department and local agencies, regional planning commissions, metropolitan planning organizations, and the general public, and provides assistance in developing and meeting local, regional, and statewide transportation goals.
- (5) Administers federal funds for various projects, which includes reviewing program requirements, documents, and data, calculating and monitoring funding levels, and obligating funds.
- (6) Queries, analyzes, and summarizes multiple forms of data for department staff and government officials.
- (7) Prepares reports based on results of studies and investigations.
- (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.**