

Missouri Department of Transportation

Code: R04093

Title: Assistant Motor Carrier Services Director

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 06-01-2006

Replaces
(Effective Date)

General Summary The assistant motor carrier services director is responsible for leading motor carrier services functions related to administration, customer service, and financial operations; assists in setting the direction for the division, and acts as director in the director's absence. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Business Administration, Finance, Accounting, Computer Information Systems, Public Administration, or related field.
Over nine years of experience in analyzing data, researching trends, and developing reports.

Supervisory Responsibilities Full Supervision

Location Central Office - Motor Carrier Services

Special Working Conditions/Job Characteristics Job may require occasional, statewide, overnight travel.

Examples of Work

- (1) Provides planning and direction for the administrative, customer service, and financial operation units of the Motor Carrier Services Division.
- (2) Prepares the division business and work plans to ensure accomplishment of projects.
- (3) Develops and oversees division performance measures and department performance measures that are related to motor carrier services operations; coordinates ongoing analysis to ensure alignment of division activities with the department's strategic objectives.
- (4) Obtains and communicates operating data to evaluate staffing levels and make recommendations to the motor carrier services director regarding the most effective and efficient use of resources.
- (5) Responds to complaints and requests for information from public officials, consultants, contractors, media representatives and legislative bodies.
- (6) Monitors and ensures programs and projects are on schedule and will meet the department's expectations; investigates schedule delays and recommends remedial action.
- (7) Ensures the effective utilization of personnel and materials through control reports or other measures.

- (8) Advises and counsels motor carrier personnel regarding work activities.
- (9) May perform motor carrier director duties and represent the director at departmental meetings in the absence of the director.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (11) 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.