

Missouri Department of Transportation Job Description

Job Title: Intermediate Transportation Planner

Title Code: R04201

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Transportation Planning

Effective Date: 09-01-2022

Replaces (Effective Date): 03-16-2021

General Summary

The intermediate transportation planner conducts studies and investigations, including data collection, analysis, and reporting, related to all modes of transportation.

Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Economic Development, Engineering, Planning, Public Administration, or related field.
- Two years of experience in transportation planning or engineering.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Develops objectives and methods of collection, analysis, and reduction for assigned projects.
2. Develops procedures necessary for studies and investigations.
3. Serves as a liaison between the department and local agencies, regional planning commissions, metropolitan planning organizations, and the general public; provides assistance in developing and meeting local, regional, and statewide transportation goals.
4. Conducts studies through compilation, analyses, projections and other data to develop or promote local, regional, and state planning projects and programs.

5. Compiles planning data and develops recommendations and projections of data; maintains programs and historical files of related data.
6. Prepares or assists in the preparation of reports based on results of studies and investigations; provides technical support for various computer databases and applications.
7. Administers federal funds for various functions; prepares, executes and monitors agreements; processes invoices for payment.
8. Queries, analyzes, and summarizes multiple forms of data for department staff and government officials.
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.