

Missouri Department of Transportation Job Description

Job Title: Multimodal Operations Grants Manager

Title Code: R04257

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office - Multimodal Operations

Effective Date: 03-01-2024

Replaces (Effective Date):

General Summary

The multimodal operations grants manager manages and administers the federal and state grant programs that provide funding for airports, transit, rail, and/or port planning and capital improvement projects. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

Bachelor's degree in accounting, business administration, finance, or related field.

Six years of experience in managing state and/or federal grants or managing/administering financial programs.

Special Working Conditions/Job Characteristics

Job requires occasional, statewide, overnight travel.

Examples of Work

1. Provides financial guidance to sponsors, engineering consultants, project managers, and department staff.
2. Liaisons between modal sponsors, engineering consultants, project managers, department staff, contractors, media, federal agencies, the public, and other outside agencies to ensure all stakeholders are aware of program financial requirements.
3. Supervises maintenance of accurate and complete project records, coordination of project and program audits and final payments, and closeout of federal grants to ensure compliance with federal requirements.

4. Supervises development and/or modification of contracts, grant agreements, certification forms and program guidance documents used in the administration of federal and state grant programs.
5. Supervises staff including making hiring and other employment-related decisions, assigning work, conducting performance management, and ensuring appropriate training is provided.
6. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
7. 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.