

# Missouri Department of Transportation Job Description

**Job Title:** Professional Services Coordinator

**Title Code:** R04464

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office - Design

**Effective Date:** 07-01-2022

**Replaces (Effective Date):** 02/16/2022

## **General Summary**

The professional services coordinator oversees the department's consultant services and project scheduling. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

Bachelor's Degree in Accounting, Business Administration, Economics, Engineering, Finance, Public Administration, or related.

Five years of experience in positions related to professional services contracts, including applicable laws, regulations, policies, and procedures.

## **Special Working Conditions/Job Characteristics**

Job requires occasional, statewide and out-of-state, overnight travel.

## **Examples of Work**

1. Serves as the department's consultant services expert and provides direction to districts, divisions, and industry regarding contract and consultant services; evaluates and processes district and division consultant contracting requests and manages the department's consultant contract review process.
2. Serves as the department's scheduling expert and provides direction to districts, divisions, and industry regarding the use of scheduling software tools.
3. Liaisons with local, state, and federal agencies, and professional and regulatory organizations, to maintain the department's consultant services program and related policies and procedures.
4. Oversees the monitoring of consultant contracts, including contract requirements, task hours, hourly rates, and overhead rates to ensure reasonable costing and compliance with state and federal laws.

5. Works with districts, divisions, and industry to create, implement, and maintain software systems and analytical tools to monitor professional services information and project schedules for purposes of reporting and sharing data.
6. Maintains consultant resources website to notify industry of upcoming solicitation opportunities, current laws and regulations, training opportunities, and qualification requirements.
7. Develops and conducts training programs on administering consulting contracts and scheduling software.
8. Coordinates regular compliance reviews, identifies deficiencies, and implements corrective action.
9. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
10. 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.**