

# Missouri Department of Transportation Job Description

**Job Title:** Senior Transportation Planner

**Title Code:** R04202

**Salary Grade:** 9

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker

**District/Division:** Central and District Offices – Transportation Planning

**Effective Date:** 09-01-2023

**Replaces (Effective Date):** 09-01-2022

## **General Summary**

The senior transportation planner conducts and supervises studies and investigations, including data collection, analysis, and reporting related to all modes of transportation. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Economic Development, Engineering, Planning, Public Administration, or related field.
- Four 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 determines procedures necessary for the collection, analysis, reduction, and presentation of data used in the assigned section.
2. 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.
3. Conducts or supervises studies and investigations; analyzes and evaluates data; develops recommendations and prepares reports based on results.

4. Compiles planning data and develops recommendations and projections of data; maintains programs and historical files of related data.
5. Works with district scoping teams to ensure that plans and projects comply with legal, regulatory, and fiscal requirements and constraints.
6. Administers federal funds for various planning functions; reviews program requirements, documents, and data, calculating and monitoring funding levels, and obligating funds; prepares, executes, and monitors planning agreements.
7. Develops, negotiates, and manages planning related consultant contracts; may budget and prioritize projects to be included in the statewide transportation improvement program.
8. Utilizes and provides technical support for various computer databases and applications, including balance sheets that track highway and construction project schedules and costs.
9. May review proposes legislation to analyze possible effects to the department; recommends changes in future legislation to benefit the department.
10. May develop, maintain, or verify present and future travel demand models for urban areas; may review design and/or construction plans and specifications to ensure conformance to planning documents.
11. Represents the division or district with planning partners, on department-wide teams/task forces, district teams, and various planning-related conferences and workshops.
12. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
13. 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.**