

Missouri Department of Transportation

Code: R01035

Title: System Management Technician

Exemption Status: Non-Exempt

Grade: 2

Job Description

Effective Date 07-01-2022

**Replaces
(Effective Date)** 01-01-2014

General Summary The system management technician provides routine administrative and paraprofessional support in operations activities such as parks road management, traffic operations, sign production, maintenance management, bridge management, roadside management, highway safety program administration, construction management, and/or environmental support, including resolving routine issues and questions with a moderate degree of independence. Complex questions and nonstandard issues are referred to the appropriate personnel. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Two years of advanced (beyond entry-level) clerical experience.

**Supervisory
Responsibilities** None

Location Central Office - Maintenance, System Management Support, Traffic, Highway Safety

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Maintains inventory records for non-expendable items, capital investment, warehouse stock, and maintenance materials.
- (2) Develops and/or maintains databases, spreadsheets, and manuals related to maintenance, traffic, motor carrier services, or highway safety operations.
- (3) Maintains inventories, reports, and department records for assigned programs.
- (4) Develops and monitors budget for assigned areas; approves expenditures as required by established guidelines.
- (5) Verifies and processes payments to vendors, political subdivisions, other governmental agencies and contractors.
- (6) Prepares paperwork for field purchase orders, requisitions, conferences, registrations, meals, publications, and office equipment.

- (7) Conducts research, runs queries and reports and provides information and practice clarification to department staff.
- (8) Prepares and maintains responses to correspondence in assigned areas, providing requested information and tracking the completion dates of responses.
- (9) Receives Sunshine requests for review and processing.
- (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.