

# Missouri Department of Transportation Job Description

**Job Title:** Transportation Planner

**Title Code:** R04200

**Salary Grade:** 7

**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 transportation planner conducts transportation planning studies, including data collection, analysis, and reporting related to all modes of transportation.

Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Economic Development, Engineering, Planning, Public Administration, or related field.

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

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Studies objectives and methods of collection, analysis, and reduction of data on assigned projects.
2. Conducts research to gather information, reviews information to ensure validity of materials, and prepares analyses of the collected data.
3. Develops recommendations and prepares projected data; maintains programs, databases, and historical files of related data.
4. 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.

5. Administers federal funds for various projects, including reviewing program requirements, documents and data, calculating and monitoring funding levels, and obligating funds.
6. Queries, analyzes, and summarizes multiple forms of data for department staff and government officials.
7. Prepares reports based on results of studies and investigations.
8. 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.**