

# Missouri Department of Transportation Job Description

**Job Title:** Administrator of Freight and Waterways

**Title Code:** R04116

**Salary Grade:** 13

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office – Multimodal Operations

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 12-01-2024

## **General Summary**

The administrator of freight and waterways leads efforts to improve and expand freight mobility, freight infrastructure, and related operations throughout Missouri as part of an integrated multimodal transportation system, regardless of funding or ownership (i.e., public, private, or mixed public-private). Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Economics, Marketing, or related field, **AND** nine years of experience in positions related to freight development, private sector logistics, transportation, or business development, **OR**
- Thirteen years of experience in positions related to freight development, private sector logistics, transportation, or business development.

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

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Establishes productive relationships and acts as a resource for freight issues with other governmental organizations and the private sector; communicates, informs and seeks input from freight customers, including shippers, carriers, manufacturers, and government officials.

2. Acts as an advocate for freight interests and needs, working regionally when necessary, to advance freight projects; stays abreast of the various freight projects within the state and tracks the progress; initiates dialogue and coordinates with economic development agencies as needed.
3. Leads the development of innovative partnerships (public/public and public/private) to implement transportation system improvements promoting efficient freight movement; identifies and understands emerging trends (statewide, nationally, and internationally) and technology opportunities; establishes and leads external and internal stakeholder groups as needed.
4. Builds an economic case for freight initiatives and develops financial data and recommendations to support them; identifies and supports innovative financing opportunities to leverage non-traditional funding sources to supplement local, state and federal transportation improvement project funds.
5. Represents the department on freight movement matters, including giving presentations, media relations, and serving on regional/national committees.
6. Develops legislative and policy proposals for alternative-financing programs aimed at supporting the needs of shippers and carriers regarding intermodal freight infrastructure; responds to inquiries from legislators, public agencies, and the private sector within the scope of assigned responsibilities.
7. Oversees and initiates freight data collection and analysis efforts; establishes freight performance measures that are compatible with and can be integrated into existing transportation performance measures; monitors freight shipments into, out of, or through the region/state and analyzes movement to determine where problems exist, and improvements can be made.
8. Identifies freight research topics that lead to projects, programs, or funding partnerships that enhance the movement of freight.
9. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
10. Performs other responsibilities as required or assigned.