

# Missouri Department of Transportation Job Description

**Job Title:** Construction Management Systems Administrator

**Title Code:** R04094

**Salary Grade:** 11

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office – Construction and Materials

**Effective Date:** 1-01-2025

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The construction management systems administrator oversees information technology support activities for construction management systems, service and product delivery activities, serves as a resource manager over a pool of information technology staff and/or consultants, and performs all necessary supervisory duties. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Construction Management, or related field, **AND** six years of progressive experience in construction management or information systems, **OR**
- Ten years of progressive experience in construction management or information systems.

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

- Job may require occasional, statewide, overnight travel.

## **Examples of Work**

1. Coordinates and commits staff/consultants/contractors to provide information systems services or to provide operational support for construction management systems.
2. Plans and manages work efforts and on-going support for construction management systems.
3. Coordinates development of policies, procedures, standards and best practices for construction management systems.

4. Manages resource pool; tracks availability of personnel; determines staffing needs; coordinates hiring of consultant/contractor resources as needed.
5. Serves as a technical expert to internal and external partners related to construction management systems.
6. Coordinates software upgrades and related training.
7. Determines knowledge and skills required to maintain and develop section resource pool; creates training and development plans for employees; ensures successful completion of the plans; and ensures cross-training of personnel to ensure the most efficient use of staff resources.
8. Works with the division management team to develop the section's budget; regularly monitors the section's budget.
9. Coordinates section input regarding the need for new technical, functional, or operational products or services, and works with division management to incorporate into business or strategic plans.
10. Maintains liaison with departmental representatives, outside contractors, consultants, vendors, repair or service technicians, and other state or governmental agencies as needed for section operations.
11. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
12. Performs other responsibilities as required or assigned.