

POSTING DATE: March 20, 2023

EXTENDED CLOSING DATE: April 7, 2023



TRAINING DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 2011

TITLE: PROGRAM SUPERVISOR/MANAGER

DESCRIPTION: A Program Supervisor/Manager position exists within the Missouri State Highway Patrol's Training Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

This position may be eligible for teleworking.

POSITION SUMMARY: This position is responsible for management and oversight of the Training Division's Learning Management System (LMS). An employee in this classification also performs a variety of training in the use of various areas of technology and software. The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.

Possess a bachelor's degree.

Preference will be given to those with experience in Learning Management Systems (LMS), project management, HTML webpage maintenance, computer software training, or curriculum development.

SALARY RANGE (Semi-monthly): The minimum starting salary for a Program Supervisor is \$2,252.00, and the minimum starting salary for a Program Manager is \$3,080.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol personnel interested in this position must access the Patrol's [intranet](#) to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of May 1, 2023. The tentative start date for this position is within 30 days of the interview.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

POSTING DATE: March 20, 2023

EXTENDED CLOSING DATE: April 7, 2023

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Patrol personnel must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

FACILITATOR: Rachael Caldwell
(573) 526-6224
rachael.caldwell@mshp.dps.mo.gov