

Title: Communications Specialist	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
Prior Title: Transitioned from functional to official spec on June 19, 2021	Prior Effective Date: February 1, 2020	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direct supervision of the Governmental Relations Officer, this position is responsible for collaborating with other Divisions and Districts to develop, implement, and deliver internal communications. Position is also responsible for assisting with grant writing, collecting and preparing information and materials for use by the Governmental Relations Office in meeting its responsibilities.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Collaborate with team members to prepare internal communications and promotions.
- Prepare correspondence related to legislative reports, projects, committees, and Governmental Relations Office communications.
- Prepare correspondence in response to requests and inquiries from elected officials.
- Assist with review of legislative matters and other legislative activities.
- Assist with preparing and submitting documentation for grant applications for a variety of projects.
- Manage documentation regarding grants, grant submissions, grant contacts, and deadlines.
- Assist with the preparation of reports and communications regarding grant submission, and funding approval status.
- Conduct research to make recommendations for opportunities to apply for grant funds from a variety of sources.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in a field related to area of responsibility. Experience in a media, communications, or public relations role. Experience in developing and implementing multimedia educational and/or marketing campaigns.

Knowledge, skills and abilities:

Ability to communicate clearly and effectively in both written and verbal formats. Ability to maintain strong cooperative working relationships with a wide variety of internal and external stakeholders. Ability to multi-task and balance multiple priorities effectively and meet deadlines in a fast-paced environment. Working knowledge of Microsoft Office software suite and ability to adapt to new technologies. Knowledge of, or experience working in, state government, including the legislative process, is preferred.

Working conditions:

Office environment.

(“Accredited” means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.