

Title: Administrative Officer V	Effective Date: October 18, 2010	Grade: XX	Job Category: Official/Admin.
Prior Title: Administrative Officer V	Prior Effective Date: August 24, 2007	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing highly complex administrative and supervisory work in planning, organizing and directing highway programs of a non-engineering nature or assisting in supervising the administrative work of a Division within the Department.

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.

- Assist Division Head in supervising a staff of professional and clerical personnel performing routine to complex work.
- Perform administrative work involving personnel manpower needs, budgeting and other activities.
- Review operating procedures and recommend changes.
- Complete necessary paperwork regarding supervisory and work activities.
- Conduct special research projects.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in specialized field. Experience in highway administrative or supervisory work.

Knowledge, skills and abilities:

Ability to interpret and apply Department policies and procedures. Effective leadership and reasoning ability. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Proficiency in basic computer skills, including working knowledge of Microsoft Office Suite.

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.