

Title: Program Management Technician	Effective Date: July 18, 2022	Grade: XII	Job Category: Technician
Prior Title: Program Management Technician	Prior Effective Date: June 19, 2021	Grade: XII	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the supervision of the Staff Engineer, this position is responsible for assisting in the various phases of project development and the daily functions of the Program Management Division.

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.

- Prepare correspondence, forms, and other documents.
- Assemble bid proposals, contracts, agreements and many other various documents originating in the Division.
- Coordinate and assist in the review of various documents and maps.
- Assist with updating various datasets.
- Handle or dispatch data requests, billings and interoffice communication.
- Assist fellow staff members during peak workload periods.

ADDITIONAL EXAMPLES OF WORK FOR CONSTRUCTION CONTRACT DEVELOPMENT SECTION

- Assist contractors in signing up with proprietary software used to track proposals, contracts and agreements.
- Maintain databases for contractor prequalification and additional contractor contact information.
- Assist in the release of bid proposals and plans to contractors in accordance with laws, Commission policy and other directives.
- Distribute and receive, track the progression of, and check the accuracy of proposal and contract documents.

ADDITIONAL EXAMPLES OF WORK FOR LOCAL PROJECT ADMINISTRATION SECTION

- Assist with various local grant programs.
- Assist local project sponsors in developing various Federal-aid projects.

ADDITIONAL EXAMPLES OF WORK FOR PROJECT DEVELOPMENT SECTION

- Assist with the maintenance and preparation of Staff Minutes.
- Assist with tracking, compiling, and maintaining project information in specialized software.

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MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a diploma from an accredited high school. Experience with office processes and procedures.

Knowledge, skills and abilities:

Knowledge in office procedures and records, and good command of business English and mathematics. Proficiency in Microsoft Word and Excel. Familiarity with Microsoft Access preferred. Attention to detail. Ability to communicate orally and in writing. Ability to organize, prioritize and multi-task.

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.