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| Title: Alternative Delivery Administrator | Effective Date: June 17, 2023 | Grade: N/A | Job Category: Official/Admin. |
| Prior Title: Alternative Project Delivery Administrator | Prior Effective Date: November 18, 2019 | Grade: N/A | Page: 1 of 1 |

CHARACTERISTICS OF WORK

This position is responsible for providing direction and oversight for the Department’s Alternative Delivery Program.

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 Department Administration in the development of the Department’s Alternative Delivery Program, especially in the areas of legislative authority, policy and procedure, and project selection.
- Direct all activities related to the development of documents necessary for the procurement of contractors and consultants on alternative project delivery jobs.
- Provide oversight and direction for all projects utilizing alternative project delivery.
- Develop and maintain good public relations with all stakeholders.
- Provide supervision for the Alternative Delivery Manager and other Alternative Delivery staff.

MINIMUM REQUIREMENTS

Education and experience: Possession of a current Arkansas license to practice professional engineering. Broad knowledge and experience in all phases of highway engineering, project development, construction practices, and personnel management. Experience in highway administrative or supervisory work.

Knowledge, skills and abilities: Ability to interpret and apply Departmental 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.