

Title: <b>Federal Programs Coordinator</b>	Effective Date: September 26, 2023	Grade: XVI	Job Category: Professional
Prior Title: Federal Programs Coordinator	Prior Effective Date: October 8, 2010	Grade: XVI	Page: 1 of 1

### ***CHARACTERISTICS OF WORK***

This position is responsible for coordinating the planning and design efforts for federal aid programming, ascertaining that all proposed projects comply with federal regulations.

### ***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.

- Supervise staff in performance of duties.
- Prepare Department federal fund requests for transmittal to the Federal Highway Administration (FHWA).
- Act as liaison between the Department and FHWA for many programming matters.
- Prepare and supervise preparation of programming documents necessary for railroad/highway crossing signal installation authorization by FHWA.
- Supervise the preparation of current federal aid balances and coordinate with the Fiscal Services Division and FHWA regarding federal aid matters.
- Determine appropriate project funding categories and advise Department personnel.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in accounting. Experience in accounting, finance or related field. Federal funding experience desired.

Knowledge, skills and abilities: Knowledge of accounting principles, procedures, and methods of financial and administrative practices. Ability to establish and apply accounting principles and methods to transactions and ledgers, and to compile, analyze, and interpret information and organize in report form. Thorough familiarity with controls and regulations for federal funding. Ability to supervise.

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.**