

Title:	Effective Date:	Grade:	Job Category:
<b>Local Technical Assistance Program Manager</b>	June 17, 2023	XVI	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
T <sup>2</sup> (Technology Transfer) Program Manager	June 19, 2021	XVI	1 of 1

***CHARACTERISTICS OF WORK***

Under direction of the Local Support Section Head and Local Programs Division administration, this position is responsible for managing the Local Technical Assistance Program (LTAP) for cities, counties, and local officials.

***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.

- Develop the Department's LTAP Work Plan on an annual basis, coordinating with local, state, and federal agencies.
- Contract with qualified instructors to conduct local technical assistance and technology transfer training classes statewide.
- Manage the scheduling of local technical assistance and technology transfer classes.
- Monitor classes on a continuing basis.
- Evaluate program needs.
- Interpret research projects into training classes for cities, counties, and local officials.
- Coordinate with the Center for Training Transportation Professionals.
- Review invoices for reimbursement by instructors.
- Represent the Department at LTAP related national, regional, and state meetings as scheduled.

***MINIMUM REQUIREMENTS***Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university OR the educational equivalent to a diploma from an accredited high school plus four years related experience. Experience in related field or area of responsibility. Experience in highway administrative or supervisory work. Experience working with city and county officials desired.

Knowledge, skills and abilities:

Proficient in Microsoft Office applications. Ability to interpret and apply Department policies and procedures. Ability to manage and operate complex databases. Effective oral and written communications skills.

Working conditions:

Available for occasional overnight statewide and national travel.

Licenses, registrations and certifications:

Valid driver's license.

*("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.)*