

Title:	Effective Date:	Grade:	Job Category:
<b>Program Management Specialist</b>	February 16, 2024	XIV	Professional
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Program Management Specialist	June 19, 2021	XIII	1 of 1

***CHARACTERISTICS OF WORK***

Under the supervision of the Staff Engineer or Section Head, this position is responsible for assisting in the administration and coordination of federal and state highway programs.

***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.
- Compile and maintain records.
- Assist with preparations of procedures and guidelines for implementing federal and state highway programs.
- Coordinate with Department personnel and external entities as necessary to assist in timely delivery of the Department's construction program.
- Assist with the development, review, and distribution of various documents and reports.
- Use Microsoft Office and other various software to track and document project information and development.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in related field of area of responsibility, OR the educational equivalent to a diploma from an accredited high school plus four years' experience in a related field.

Knowledge, skills and abilities: Advanced knowledge of Microsoft Access, Excel, Outlook and Word software. Strong communication, time management, and organizational skills. Ability to organize, prioritize and multi-task. Attention to detail. Well-developed sense of urgency and follow-through.

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.**