

Title: Subcontract Administrator	Effective Date: October 24, 2023	Grade: XII	Job Category: Professional
Prior Title: Subcontract Administrator	Prior Effective Date: June 24, 2017	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the review and acknowledgement of all subcontracts submitted by prime contractors as required by the Specifications and for the management of certain administrative functions of the Construction office.

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.

- Distribute construction plans and contracts to field office contractors.
- Review subcontracts and purchase orders for contract compliance and prepare for approval.
- Prepare and distribute quarterly labor compliance status report and other recurring reports.
- Maintain DBE subcontract documents and records.
- Assist in distribution and routing of correspondence.
- Assist with the training of other staff members regarding subcontracts.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Administrative experience in a construction environment.

Knowledge, skills and abilities: Ability to interpret and apply Department policies and procedures relating to construction payment. Working knowledge of word processing and the use of Windows based applications. Ability to communicate effectively both orally and in writing. Attention to detail. Ability to organize, prioritize and multi-task. Self-motivated. Ability to retain and disseminate information.

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.)