

Title: Administrative Officer II	Effective Date: May 11, 2012	Grade: XV	Job Category: Professional
Prior Title: Administrative Officer II	Prior Effective Date: October 18, 2010	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for supervising complex administrative and technical work in a specialized area.

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 State Highway and Transportation Department is an "at will" employer.

- Plan, organize and direct a program of moderate scope in a wide variety of assignments related to a specific area.
- Formulate operating procedures.
- Supervise staff of technical and clerical personnel.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus six years related experience, OR the educational equivalent to a diploma from an accredited high school plus ten years related experience. Experience in administrative or supervisory work.

("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.)

APPLICABLE TO PROGRAMS & CONTRACTS DIVISION:

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.