

Title:	Effective Date:	Grade:	Job Category:
Advanced Program Management Specialist	June 24, 2017	XV	Professional
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*CHARACTERISTICS OF WORK***Applicable to Construction Contract Procurement Section**

This position is responsible for administration and coordination of highway construction bid lettings.

Applicable to Local Federal-Aid Project Administration Section

This position is responsible for the coordination of local projects and for project development under various local federal-aid programs.

Applicable to Program Support Section

This position is responsible for programming new projects and for maintaining the data used to develop the Statewide Transportation Improvement Program (STIP). This position will also assist the Section Head in administering the activities and methods of the Section.

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.

Applicable to Construction Contract Procurement Section

- Conduct the sale of plans, proposals, specification books, standard drawings and other Department publications.
- Prepare Electronic Bidding System files.
- Post project advertisements, plans and other information on the Department's website.
- Assist in bid letting and coordinate upload of bid prices into project software.
- Prepare contract awards list, bid tabulations, and project agreement estimate reports.
- Prepare contract documents and various other reports as needed.

Applicable to Local Federal-Aid Project Administration Section

- Work with Metropolitan Planning Organizations and local sponsors in the development and implementation of project agreements.
- Administer local federal-aid programs.
- Prepare reports and feasibility studies.
- Review project plans and specifications to determine construction requirements in order to provide guidance in the development of contract and plan specifications and engineering (PS&E) documents.

Applicable to Program Support Section

- Maintain and update various datasets.
- Organize and maintain a database of potential projects that have been submitted for consideration for inclusion in the development of the STIP.
- Coordinate the programming of new projects.
- Review and edit reports and maps prepared by other staff members.



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MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in related field of area of responsibility plus two years’ experience in a related field OR the educational equivalent to a diploma from an accredited high school plus six years’ experience in a related field. Thorough knowledge of Microsoft Office Suite software. Knowledge of federal, state and local highway programs and highway project data.

("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.

