

Title:	Effective Date:	Grade:	Job Category:
Advanced Public Involvement Specialist	June 22, 2019	XIV	Professional
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Advanced Public Involvement Specialist	June 24, 2017	XIII	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position schedules and assists in public meetings, and assists in the assessment of potential impacts of the Department's proposed highway construction on the human environment within communities for National Environmental Policy Act (NEPA) compliance.

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.

- Schedule, arrange, and publicize meetings; make public meeting presentations; and assist in intra-departmental and public information meetings to present and interpret environmental information and project plans.
- Conduct door-to-door community outreach and analysis of community impacts (i.e. economic, cultural, social, etc.).
- Identify, maintain a database of, and recommend media outreach outlets, including churches and other affiliates, based on the demographic make-up of the community.
- Complete routine records and reports.
- Facilitate environmental project development through socioeconomic evaluations, data collection, and intra-departmental and agency collaboration.
- Assist in the development of environmental documents.
- Review the work of consultants and local public agencies, and provide guidance to ensure compliance with NEPA.
- Develop and coordinate information with the media; and act as a spokesperson/representative for the Department at public involvement meetings/outreach events in the absence of Public Information staff.
- Monitor changes and assure compliance with federal and state regulations and guidelines as they pertain to the NEPA public involvement process.
- Coordinate with other Divisions and local government officials regarding public outreach.
- Assist with the training of Section staff and consultants.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in a field related to the work performed OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Experience performing community impact assessments. Demonstrated ability to build a rapport and interact effectively with individuals of various social, ethnic, and cultural backgrounds. Ability to communicate comfortably and effectively with elected officials, civic leaders, and the media. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communications skills. Effective leadership and reasoning ability. Ability to read and interpret highway design plans. Knowledge of the Americans with Disabilities Act (ADA). Working knowledge of Microsoft Word, Outlook, Excel, Access, and PowerPoint. Valid driver's license and availability for constant statewide travel, including overnight travel as necessary. Fluent in Spanish and English, both written and oral, preferred. Ability to communicate in sign language preferred.

("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.

