

Title: <b>Alternative Project Delivery Manager</b>	Effective Date: November 18, 2019	Grade: XX	Job Category: Professional
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***CHARACTERISTICS OF WORK***

This position is responsible for managing the Department's Alternative Project Delivery Program.

***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.

- Provide assistance in the development of documents necessary for the procurement of contractors and consultants for an alternative project delivery.
- Provide oversight and direction for consultants and Department employees providing services for the development and delivery of an alternative project delivery.
- Manage all projects utilizing alternative project delivery.
- Act as the official liaison between the Department and the contractor throughout the life of an alternative project delivery.
- Develop and maintain good public relations with all stakeholders.

***MINIMUM REQUIREMENTS***

Possession of a current *Arkansas* license to practice professional engineering. Broad knowledge and experience in all phases of highway engineering, project development, and construction practices. Ability to interpret and apply Departmental policies and procedures. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Proficiency in basic computer skills, including working knowledge of Microsoft Office Suite.

