

Title: <b>Assistant Chief - Administration</b>	Effective Date: June 26, 2014	Grade: N/A	Job Category: Official/Admin.
Prior Title: Asst. to the Director, Asst. Director, Chief of Admin. - Public Affairs and Asst. to the Director for Program Mgmt.	Prior Effective Date: October 18, 2010	Grade: N/A	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is accountable for providing a wide variety of administrative and support functions to facilitate overall achievement of Department objectives and compliance with various fiscal, human resources, technical and regulatory policies and procedures.

*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.

- Develop and organize a staff capable of effectively meeting the objectives of the Administrative branch.
- Oversee the integration of the various Divisions to ensure smooth and efficient operations within the Administrative branch and provide efficient administrative and development support for all branches.
- Direct the development of policies and procedures for the various Divisions within the Administrative branch.
- Develop the Department's organizational structure and monitor overall organizational activities.
- Develop the Department's operational budget, monitor deviations from the approved budget and report to the Deputy Director and Chief Operating Officer.
- Direct and coordinate the functions of the Administrative branch.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related area of responsibility. Wide variety of experience in management in a public or private organization related to highway programs or management.

*("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.)*

