

Title: Assistant Division Head	Effective Date: July 11, 2016	Grade: XX	Job Category: Professional
Prior Title: Assistant Division Head	Prior Effective Date: October 4, 2014	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Division Head, this position is responsible for performing administrative and supervisory work assisting in the planning, organizing, and directing the activities of a Division of the Department.

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.

- Assist Division Head in supervising a staff of professional, technical, and clerical personnel.
- Perform administrative work involving personnel manpower needs, budgeting and other activities necessary to the operation of a Division.
- Review operating procedures and recommend changes.
- Complete necessary paperwork regarding supervisory and work activities.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in specialized field. A current *Arkansas* license to practice professional engineering is required in engineering Divisions. Possession of a current *Arkansas* license to practice professional surveying required in Surveys Division. Possession of a current Certified Public Accountant (CPA) license required in Fiscal Services Division. Experience in highway administration 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.)

