

Title: <b>Beautification Coordinator</b>	Effective Date: June 24, 2017	Grade: XII	Job Category: Professional
Prior Title: Beautification Coordinator I, II	Prior Effective Date: June 30, 2016	Grade: X	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under direct supervision, this position assists in the enforcement of the Highway Beautification Act and implementation of the Specific Services (Logo) Signing and Tourist Oriented Directional Signing (TODS) programs.

*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.

- Monitor state highway system for illegal signs, salvage yards, and illegal vegetation removal.
- Contact sign manufacturers, outdoor sign erecting companies, and various businesses in order to inform them of laws governing sign installation.
- Review and process outdoor advertising permit applications, including on-site inspections statewide.
- Review and process Logo Signing applications, TODS applications, and vegetation removal permits.
- Perform investigative work concerning off-premise signs and salvage yards, including court testimony as needed.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related field applicable to the work performed. Ability to interpret and apply federal, state, and local regulations. Valid driver's license. Effective communication skills. Proficiency in basic computer skills, including a working knowledge of Microsoft Word and Outlook. Constant statewide travel required. Constant statewide travel for this position means overnight travel up to four nights per week depending on the project locations.

*("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.**