

Title: CAP Administrator	Effective Date: June 25, 2016	Grade: N/A	Job Category: Official/Admin.
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CHARACTERISTICS OF WORK

This position serves as a liaison between the Department and the consultant Program Manager and is responsible for overseeing and managing planning, design, construction, and supervisory tasks pertaining to the Connecting Arkansas Program (CAP).

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.

- Provide oversight and direction to Program Manager, consultants, and Department staff.
- Interpret project and program schedules and budgets.
- Coordinate project delivery activities.
- Develop and maintain positive image of the Department with elected officials, stakeholders, peers, and citizens.
- Serve as the liaison between the Department and the Program Manager, consultants, and construction contractors.
- Report to Administration on project and program status.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Broad knowledge and experience in all phases of highway engineering, project development, construction practices, and personnel management. Ability to interpret and apply Departmental policies and procedures.

