

Title: Consultant Contracts Administrator	Effective Date: June 24, 2017	Grade: XX	Job Category: Professional
Prior Title: Consultant Contracts Admin., Engr. VI, Civil Engr. VI	Prior Effective Date: August 23, 2012	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position performs as a liaison between the Department and all engineering consultants engaged by the Department to facilitate timely completion of work by the consultants. Also, this position will administer the Value Engineering Program for 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 management with consultant selection.
- Assist management with consultant contract development and negotiation.
- Oversee the maintenance of consultant administrative records.
- Conduct regular progress meetings with consultants.
- Transmit technical information to consultants.
- Coordinate Departmental and Federal Highway Administration (FHWA) reviews of consultant plans.
- Report to management on consultant progress and problems.
- Promote and administer Value Engineering Program.
- Serve as team leader/facilitator on Value Engineering studies.
- Oversee the maintenance of Value Engineering records.
- Train subordinate staff.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Advanced knowledge in all aspects of project development, highway design and ability to interpret and apply Department policies and procedures. Supervisory capabilities and good human relations techniques. Effective leadership and communication skills. Analysis and problem solving skills. Well-developed sense of urgency and follow-through. Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system.

