

Title: DBE Program Specialist	Effective Date: May 20, 2019	Grade: X	Job Category: Paraprofessional
Prior Title: DBE Program Specialist	Prior Effective Date: August 24, 2007	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for assisting the disadvantaged business enterprise (DBE) liaison officer and DBE certification committee in coordinating and recording information to ensure compliance with the federal regulations pertaining to the DBE Program.

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 Department of Transportation is an "at will" employer.

- Assist anyone wanting to become certified as a DBE firm by providing them with information about the DBE program and the proper forms to complete.
- Answer questions about the DBE program based on knowledge of the federal rules and regulations.
- Keep a current listing of certified DBE firms.
- Maintain current DBE directory.
- Prepare correspondence pertaining to the DBE program.
- Maintain and record DBE participation as contractors and subcontractors on highway construction jobs for the preparation of reports as required by Federal Highway Administration (FHWA).
- Receive applications from companies seeking certification as a DBE firm and review for completeness and accuracy. Request additional information as needed.
- Compile request packages and submit to the DBE Committee for review/vote.
- Conduct onsite visits to gather information from in-state companies requesting certification as a DBE firm. Request audits be conducted by DBE agencies in other states for out-of-state companies requesting certification.
- Receive participation forms from DBE's and review for completeness and compliance with goals.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Related experience. Knowledge of construction contracts and subcontracts. Knowledge of basic mathematics. Ability to effectively communicate by telephone, letter and personal contact. Ability to read and interpret federal rules and regulations. Working knowledge of Microsoft Word, Excel, Outlook and Access. Knowledge of federal rules and regulations related to the DBE Program preferred. Knowledge of and ability to operate office equipment, e.g 10-key, copier, fax, etc. Customer service skills. Valid Arkansas Driver's License. Ability to conduct onsite visits. Ability to maintain extensive filing systems.

("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.

