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| Title: Deputy Director & Chief Operating Officer | Effective Date: June 26, 2014 | Grade: N/A | Job Category: Official/Admin. |
| Prior Title: Initial Distribution | Prior Effective Date: | Grade: | Page: 1 of 1 |

CHARACTERISTICS OF WORK

This position is accountable for overseeing all operational activities 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.

- Plan, coordinate and supervise programs, operations, and functions as assigned by the Director.
- Work closely with the Director, the Deputy Director and Chief Engineer, the Assistant Chief - Administration, and the Chief Fiscal Officer in the development of budgets and highway programs.
- Analyze and interpret financial and programmatic data as it relates to policy development.
- Research and identify sources for federal funds.
- Select, develop, and organize a staff of key personnel capable of performing technical and managerial accountabilities in the Executive and Administrative branches.
- Represent the Department before legislative and other state groups, the Federal Highway Administration, and the general public, and serve on key AASHTO committees related to the Federal Surface Transportation Program and funding issues.
- Correlate and coordinate activities of the Executive and Administrative branches.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related area of responsibility. Broad knowledge of and experience in transportation and personnel management. Ability to interpret and apply Departmental policies and procedures.

("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.)

