

Title: Federal Programs Coordinator	Effective Date: April 20, 2015	Grade: XVI	Job Category: Professional
Prior Title: Federal Programs Coordinator	Prior Effective Date: October 18, 2010	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating the planning and design efforts for federal aid programming, ascertaining that all proposed projects comply with federal regulations.

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.

- Supervise staff in performance of duties.
- Prepare Department federal fund requests for transmittal to the Federal Highway Administration (FHWA).
- Act as liaison between the Department and FHWA for many programming matters.
- Prepare and supervise preparation of programming documents necessary for railroad/highway crossing signal installation authorization by FHWA.
- Supervise the preparation of current federal aid balances and coordinate with the Fiscal Services Division and FHWA regarding federal aid matters.
- Determine appropriate project funding categories and advise Department personnel.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Four years of experience desired. Knowledge of accounting principles, procedures, and methods of financial and administrative practices. Ability to establish and apply accounting principles and methods to transactions and ledgers, and to compile, analyze, and interpret information and organize in report form. Thorough familiarity with controls and regulations for federal funding. Ability to supervise.

("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.)

