

Title: <b>Lead Beautification Coordinator</b>	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: <b>Beautification Coordinator III</b>	Prior Effective Date: June 30, 2016	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under general supervision, this position is accountable for assisting the Section Head in the administration of the Highway Beautification Program, Specific Information Signing (Logo) Program, and scenic highway development and enhancement projects.

*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 Beautification Coordinators in resolving technical or procedural problems in the regulation of outdoor advertising and salvage yards.
- Assist Beautification Coordinators in work scheduling to ensure that Department priorities are accomplished in an efficient manner.
- Assist in preparation of reports to federal/state agencies and Department Divisions/Districts pertaining to Section activities.
- Assist the Section Head in the monitoring of Section programs to ensure compliance with federal beautification law and Federal Highway Administration regulations.
- Train and provide direct assistance to Beautification Coordinators.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related field applicable to the work performed. Advanced training or experience in federal and state highway beautification programs including but not limited to billboard, junkyard, logo and TODS programs. Effective leadership and communication skills. Valid driver's license. Constant statewide travel required. Constant statewide travel for this position means overnight travel up to four nights per week depending on the project locations.

*("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.**

