

Title: Program Administration Engineer	Effective Date: September 17, 2008	Grade: XVI	Job Category: Professional
Prior Title: Senior Planner	Prior Effective Date: August 24, 2007	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 federal fund requests for transmittal to the Federal Highway Administration (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.
- Administer the Preconstruction Project Management (PCPM) database.
- Review Project Planning Committee reports.
- Coordinate Project Management Teams.
- Coordinate, compile, analyze, and disseminate data for Department cash flow.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering or graduation from an EAC of ABET approved engineering curriculum or equivalent as judged by the Arkansas Board of Registration for Professional Engineers and Land Surveyors. Engineer Intern certification required. Familiarity with controls and regulations for federal funding. Familiarity with design standards and project development process. Knowledge of mainframe and microcomputer operations and a basic understanding of computer programming techniques. Supervisory capabilities desired.

("EAC of ABET" means Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.)