

Title: <b>Program Management Specialist</b>	Effective Date: July 5, 2018	Grade: XIII	Job Category: Professional
Prior Title: Program Management Specialist, Programs & Contracts Specialist I, Programs & Contracts Specialist II	Prior Effective Date: June 24, 2017	Grade: XIII, XIV	Page: 1 of 2

*CHARACTERISTICS OF WORK*

**Applicable to Local Federal-Aid Project Administration Section – Bicycle Pedestrian Coordinator**

This position is responsible for administration, coordination, and advocacy for the construction and maintenance of bicycle and pedestrian facilities.

**Applicable to Program Support Section – Data Clerk**

This position is responsible for the basic development, tracking, and maintenance of various federal, state, and local highway projects.

**Applicable to Program Support Section - Major Corridor Analyst**

This position is responsible for preparing and updating various funding analyses, reports, grant applications, presentations, and summaries of transportation 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 Department of Transportation is an "at will" employer.

**Applicable to Local Federal-Aid Project Administration Section – Bicycle Pedestrian Coordinator Position**

- Coordinate the review of Local Federal-Aid projects involving bicycle and pedestrian facilities.
- Assist in facilitating the development of bicycle and pedestrian facilities in Arkansas.
- Assist with updating and maintaining the Arkansas Bicycle and Pedestrian Transportation Plan.
- Prepare correspondence, forms and other documents.
- Coordinate with Federal Highway Administration (FHWA) staff on Local Federal-Aid programs and projects.

**Applicable to Program Support Section – Data Clerk Position**

- Prepare correspondence, forms and other documents.
- Compile and maintain records.
- Copy, scan and email documents using office equipment.
- Assist with preparations of procedures for implementing federal and state highway programs.
- Coordinate with Federal Highway Administration (FHWA) staff on financial programs.
- Use Microsoft Access to track and document project information and development.

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*EXAMPLES OF WORK (Continued)*

**Applicable to Program Support Section - Major Corridor Analyst Position**

- Prepare correspondence, grant applications, and other documents.
- Compile and maintain records.
- Prepare and update presentations and specialized reports.
- Prepare and update information summaries for major highway corridors.
- Coordinate and assist in the development of graphics for reports and summaries.

***MINIMUM REQUIREMENTS***

The educational equivalent to a bachelor's degree from an accredited college or university in related field of area of responsibility, OR the educational equivalent to a diploma from an accredited high school plus four years' experience in a related field. Advanced knowledge of Microsoft Excel and Word software. Proficient with Microsoft Access and Outlook software and the Microsoft Windows operating system.

**Additional Minimum Requirements Applicable to Local Federal-Aid Project Administration – Bicycle Pedestrian Coordinator**

Knowledge of federal-aid highway bills, laws and regulations pertaining to the use of federal-aid highway funds.

**Additional Minimum Requirements Applicable to Program Support Section – Data Clerk**

Strong writing skills. Experience with Microsoft PowerPoint. Experience with data manipulation and analysis desired.

**Additional Minimum Requirements Applicable to Program Support Section - Major Corridor Analyst**

Strong report writing skills. Proficient with Microsoft PowerPoint. Education or experience in commercial or graphic art with desktop publishing experience desired.

*("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.**