

Title: Programs and Contracts Specialist I	Effective Date: July 8, 2015	Grade: XIII	Job Category: Professional
Prior Title: Programming and Scheduling Specialist, Programs & Contracts Specialist	Prior Effective Date: September 3, 2014	Grade: XIII	Page: 1 of 2

*CHARACTERISTICS OF WORK**Applicable to Construction Contract Procurement Section*

This position is responsible for administration and coordination of highway construction bid lettings.

Applicable to Program Support Section - Allotments Administrator Position

This position is responsible for management of the Department's Allotment System along with the basic development and maintenance of various federal, state, and local highway programs.

Applicable to Program Support Section - Major Corridor Analyst Position

This position is responsible for preparing and updating various funding analyses, reports, grant applications, presentations, and summaries of transportation projects.

EXAMPLES OF WORK

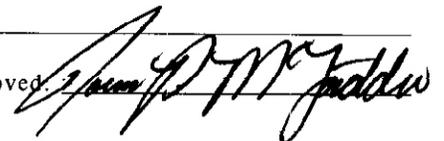
The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

Construction Contract Procurement Section

- Sale of plans, proposals, specification books, standard drawings and other AHTD publications.
- Prepare Electronic Bidding System files.
- Post project advertisements, plans and other information on the Department's website.
- Assist in bid letting and coordinate upload of bid prices into AASHTOWare Project software.
- Prepare Contract Awards List, Bid Tabulations, and Project Agreement Estimate Reports.
- Prepare contract documents and various other reports as needed.

Program Support Section - Allotments Administrator 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.
- Prepare initial and final federal and state allotments.
- Coordinate consultant contract database information.
- Process deferred vouchers.
- Use Microsoft Access to track and document project information.



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Examples of Work (Continued)

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.

Applicable to Construction Contract Procurement Section

Knowledge of the bid letting and award process. Ability to utilize the Department's Invoice Program for selling plans, proposals, etc. Ability to maintain information on the website. Demonstrated ability to utilize AASHTOWare software, including PES, LAS, and DSS.

Applicable to Program Support Section - Allotments Administrator Position

Limited knowledge of past and present federal-aid highway bills, laws and regulations pertaining to the use of federal-aid highway funds. Limited knowledge of federal-aid highway funding and Department function codes.

Applicable to Program Support Section - Major Corridor Analyst Position

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.

