

Title: Public Involvement Specialist	Effective Date: June 22, 2019	Grade: XII	Job Category: Professional
Prior Title: Public Involvement Specialist	Prior Effective Date: June 24, 2017	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position schedules and assists in public meetings, and assists in the assessment of potential impacts of the Department’s proposed highway construction on the human environment.

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.

- Schedule, arrange, and publicize meetings; make public meeting presentations; and assist in intra-departmental and public information meetings to present and interpret environmental information and project plans.
- Conduct door-to-door community outreach and analysis of community impacts (i.e. economic, cultural, social, etc.).
- Identify, maintain a database of, and recommend media outreach outlets, including churches and other affiliates, based on the demographic make-up of the community.
- Complete routine records and reports.
- Facilitate environmental project development through socioeconomic evaluations, data collection, and intra-departmental and agency collaboration.
- Assist in the development of environmental documents.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in a field related to the work performed OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Demonstrated ability to build rapport and interact effectively with individuals of various social, ethnic, and cultural backgrounds. Ability to communicate comfortably and effectively with elected officials, civic leaders, and the media. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communications skills. Proficiency in basic computer skills, including Microsoft Word and Outlook. Working knowledge of Microsoft Excel, Access, and PowerPoint desired. Valid driver’s license and availability for constant statewide travel, including overnight travel as necessary. Fluent in Spanish and English, both written and oral, preferred. Ability to communicate in sign language preferred.

("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.

