

Title: Strategic Highway Safety Plan (SHSP) Coordinator	Effective Date: June 24, 2017	Grade: XVII	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for performing complex administrative and supervisory work in planning, organizing, and directing the Strategic Highway Safety Plan program (SHSP), the Department’s Crash Data program, the Traffic Safety Section’s GIS program, and assisting in supervising the personnel and the administrative work of the Traffic Safety Section.

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 professional work in Traffic Safety related programs.
- Assist supervisor by directing administrative work involving personnel manpower needs, budgeting, etc.
- Coordinate, lead, develop and produce the State’s Strategic Highway Safety Plan (SHSP).
- Coordinate with the Arkansas State Police, vendors and others to produce and maintain an accurate and timely crash database for use in Department studies and projects.
- Assign projects and studies to subordinates and provide guidance, training and supervision to ensure projects are completed accurately and in a timely manner.
- Provide necessary data and expertise to stakeholders within and outside the Department when needed.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in related field plus eight years related experience. Experience in administrative or supervisory work within the government or transportation industry. Effective leadership and communication skills. Extensive knowledge of Microsoft Access, Excel, and Word. Knowledge of GIS platforms and SQL 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.)