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| Title: Section Head - Special Studies | Effective Date: July 9, 2014 | Grade: XVIII | Job Category: Professional |
| Prior Title: Section Head - Special Studies | Prior Effective Date: October 18, 2010 | Grade: XVIII | Page: 1 of 1 |

CHARACTERISTICS OF WORK

This position is responsible for planning, organizing, and directing the administration and supervision of the Special Studies Section. The Special Studies Section responsibilities include recommending avoidance and minimization measures, assessment of, and mitigation for highway related impacts on the natural environment; and includes the required regulatory permitting process and compliance associated with these impacts.

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.

- Direct, train, and supervise a staff of professional, technical, and clerical personnel; assign and coordinate work responsibilities within the Section; review work of staff for competency and accuracy; and verify and approve staff work schedules and timecards.
- Develop and maintain training, guidance, technical competency and proficiency of the staff within the Section.
- Assign, monitor development of, and review environmental special studies work and associated projects.

MINIMUM REQUIREMENTS

The educational equivalent to a master's degree from an accredited college or university in biology, ecology, zoology, or other closely related field and eight years experience in related field. Supervisory capabilities. Good human relations skills. Strong organizational skills. Ability to manage diverse assignments. Attention to detail. Demonstrated proficient oral and written communication skills. Thorough knowledge and experience in conducting comprehensive environmental studies and mitigation plans of statewide significance. Capable of researching, coordinating, resolving, and documenting solutions to problematic situations and special projects. Direct knowledge and experience with state and federal laws, rules, and regulations pertaining to the environment. Proficiency in basic computer skills, including a working knowledge of Microsoft Word and Outlook.

("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.)

