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| Title:<br><b>Special Projects Coordinator</b> | Effective Date:<br>June 27, 2013 | Grade:<br>XIII | Job Category:<br>Professional |
| Prior Title:<br>Initial Distribution          | Prior Effective Date:            | Grade:         | Page:<br>1 of 1               |

### *CHARACTERISTICS OF WORK*

This position is responsible for planning, developing, and implementing events or activities that promote the work of the Department and Commission.

### *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.

- Promote the Department and Commission through activities such as groundbreakings and ribbon cuttings.
- Assist in developing and implementing informational and educational campaigns.
- Coordinate the Department's participation at trade shows, meetings, and conventions.
- Represent the Department at various public functions as appropriate.
- Assist with media inquiries and contacts that relate to the work of the Special Projects Coordinator.
- Assist in writing letters, speeches, news releases, etc.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in a field related to the area of responsibility. Ability to communicate clearly and effectively in both written and verbal formats. Working knowledge of Microsoft Word, Excel, 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.)*