

Title: T² Program Manager	Effective Date: June 24, 2017	Grade: XV	Job Category: Professional
Prior Title: Technology Transfer Program Manager	Prior Effective Date: October 18, 2010	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Staff Research Engineer, this position is responsible for managing the technology transfer program for cities, counties, and local officials.

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.

- Develop the Department's T² Work Plan on a biannual basis, coordinating with local, state, and federal agencies.
- Contract with qualified instructors to conduct technology transfer training classes statewide.
- Coordinate the scheduling of technology transfer classes.
- Monitor classes on a continuing basis.
- Evaluate program needs.
- Interpret Research projects into training classes for cities, counties, and local officials.
- Coordinate with the Center for Training Transportation Professionals.
- Review invoices for reimbursement by instructors.
- Represent the Department at the annual national meeting and regional meetings as scheduled.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university plus four years of experience in related field or area of responsibility. Proficient in Microsoft Office applications. Ability to interpret and apply Department policies and procedures to include the current Department Research Manual. Ability to manage and operate complex databases. Effective oral and written communications skills. Experience in highway administrative or supervisory work. Experience working with city and county officials desired. Available for occasional overnight statewide travel. Valid driver's license.

("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.)

