

Title: Administrative Officer III	Effective Date: May 11, 2012	Grade: XVII	Job Category: Professional
Prior Title: Administrative Officer III	Prior Effective Date: October 18, 2010	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing complex administrative and/or supervisory work in planning, organizing, and directing highway programs of a non-engineering nature or assisting in supervising the administrative work of a Section within the Department.

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.

- Assist in the supervision of professional work in non-engineering programs.
- Assist Section Head by directing administrative work involving personnel manpower needs, budgeting, etc.
- Conduct special research projects.
- Assist in program developments.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in related field plus eight years related experience, OR the educational equivalent to a diploma from an accredited high school plus 12 years related experience. Experience in highway administrative or supervisory work.

("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.)

