

Title: Assistant Division Head	Effective Date: October 18, 2010	Grade: XX	Job Category: Professional
Prior Title: Assistant Division Head	Prior Effective Date: August 24, 2007	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Division Head, this position is responsible for performing administrative and supervisory work assisting in the planning, organizing, and directing the activities of a Division of 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 Division Head in supervising a staff of professional, technical, and clerical personnel.
- Perform administrative work involving personnel manpower needs, budgeting and other activities necessary to the operation of a Division.
- Review operating procedures and recommend changes.
- Complete necessary paperwork regarding supervisory and work activities.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in specialized field. A current *Arkansas* license to practice professional engineering is required in engineering Divisions. Experience in highway administration or supervisory work. Land Surveyor Intern certification or Land Surveyor registration desired in Surveys Division.

("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.)