

Title: Assistant to the Director	Effective Date: October 18, 2010	Grade: N/A	Job Category: Official/Admin.
Prior Title: Assistant Director, Chief of Admin. - Public Affairs and Asst. to the Director for Program Management	Prior Effective Date: August 24, 2007	Grade: N/A	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for providing a wide variety of administrative and support functions to facilitate overall achievement of Department objectives and compliance with various fiscal, technical and regulatory policies and procedures.

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.

- Keep the Director apprised of pertinent developments.
- Represent the Department before legislative and other state groups, the Federal Highway Administration, and the general public.
- Develop the Department's organizational structure and monitor overall organizational activities.
- Develop the Department's operational budget, monitor deviations from the approved budget and report to the Director.
- Direct and coordinate the functions of the Administrative branch.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related area of responsibility. Wide variety of experience in management in a public or private organization related to highway programs or management.

("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.)