

Title: Assistant Chief Engineer - Planning	Effective Date: May 20, 2011	Grade: N/A	Job Category: Official/Admin.
Prior Title: Assistant Chief Engineer - Prog. Mgmt.	Prior Effective Date: September 17, 2008	Grade: N/A	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the administration of the activities of program management, planning, environmental, public transportation and related transportation safety activities to ensure efficient utilization of resources in meeting the surface transportation needs of the people of Arkansas.

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.

- Develop and organize a staff capable of effectively meeting the objectives of the Planning branch.
- Oversee the integration of the various Divisions to ensure smooth and efficient flow of projects within the Planning branch and provide efficient planning and development support for all branches.
- Direct the preparation of long-range programming documents to predict needs in the future versus current capabilities, and identify areas and projects necessary to maintain an effective transportation system.
- Maintain close contact with District personnel and individuals in statewide community to ensure their understanding and acceptance of the projects undertaken by the Department.
- Ensure the availability of technical support to the Districts and related Operations Divisions to minimize the cost and time lost impacts on projects in the planning stages or under construction.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Broad knowledge of and experience in all phases of planning and personnel management. Ability to interpret and apply Departmental policies and procedures.