

Title: Beautification Coordinator I	Effective Date: February 14, 2012	Grade: X	Job Category: Technician
Prior Title: Beautification Coordinator I	Prior Effective Date: October 18, 2010	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, assists in the enforcement of the Highway Beautification Act and implementation of the Specific Services (Logo) Signing and Tourist Oriented Directional Signing (TODS) programs.

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.

- Monitor state highway system for illegal signs, salvage yards, and illegal vegetation removal.
- Process outdoor advertising permit applications, including on-site inspections statewide.
- Process Logo Signing applications, TODS applications, and vegetation removal permits.
- Do investigative work concerning off-premise signs and salvage yards, including court testimony as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field applicable to the work performed. Ability to interpret and apply federal, state, and local regulations. Valid driver's license. Strong oral and written communication skills. Proficiency in basic computer skills, including a working knowledge of Microsoft Word and Outlook. Constant statewide travel, including overnight travel as necessary.

("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.)

