

Title: Beautification Coordinator II	Effective Date: October 18, 2010	Grade: XII	Job Category: Technician
Prior Title: Beautification Coordinator	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Section Head, this position is responsible for controlling the installation of outdoor advertising signs, Specific Information Signing (Logo) Program, the removal of any signs illegally erected, and the screening of junkyards.

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.

- Contact sign manufacturers, outdoor sign erecting companies, and various businesses in order to inform them of laws governing sign installation.
- Review permit applications for the installation of signs adjacent to highways.
- Maintain existing sign inventory and ensure updating of this record as new roads are added to the system.
- Maintain records for permit fees.
- Control junkyards to assure compliance with Federal Highway Beautification Act.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field applicable to the work performed. Constant statewide travel.

("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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.