

Title: Director of Highways and Transportation	Effective Date: October 18, 2010	Grade: N/A	Job Category: Official/Admin.
Prior Title: Director of Highways and Transportation	Prior Effective Date: August 24, 2007	Grade: N/A	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for administering the affairs and directing the operations of the Department to build, maintain, and operate a state highway system of optimal adequacy within the fiscal limits of the revenue assigned by the Arkansas General Assembly.

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.

- Direct the Department in a manner that ensures compliance with statutes of the state and Commission guidelines.
- Keep the Commission apprised of pertinent developments and recommend objectives and policies to facilitate achievement of the Commission's goals and responsibilities.
- Guide and advise key subordinates in the performance of their duties.
- Ensure that all legislators are fully informed of goals and accomplishments of the Department.
- Assure utilization of all available funds within allotted time span.
- Select, develop, evaluate, and reward an effective staff.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university with previous administrative experience.

("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.)