

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

CHARACTERISTICS OF WORK

This position is responsible for performing highly complex administrative and supervisory work in planning, organizing, and directing the activities of a Division of the Department.

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.

- Supervise a large staff of professional, technical, and clerical personnel through subordinate supervisors.
- Direct all activities of a major Division in the Department.
- Plan and organize budgets, staff requirements, operating conditions, long-range planning, etc. pertaining to the scope of activities of the assigned highway program within the policies and procedures set out by the Director, Commissioners, and/or higher level administrators.
- Complete necessary paperwork regarding work and supervisory activities.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in specialized field. Possession of a current *Arkansas* license to practice professional engineering is required in engineering Divisions. Possession of a current *Arkansas* license to practice professional engineering and professional land surveying required in Surveys Division. Experience in highway administrative or supervisory work.

("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.)

Title: Division Head - Arkansas Highway Police	Effective Date: October 18, 2010	Grade: N/A	Job Category: Official/Admin.
Prior Title: Chief - Arkansas Highway Police	Prior Effective Date: June 18, 2009	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position serves as the Chief of Arkansas Highway Police and is accountable for the enforcement of all state laws and Commission regulations pertaining to size, weight, load, license, fees, and motor carrier safety of trucks and trailers to protect the highways from abuse and provide safe motoring conditions for the public.

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.

- Enforce state laws and Commission regulations to protect the highways from abuse and to ensure the safety of motorists.
- Coordinate and cooperate with District officials and upon request, provide traffic control assistance for striping, signing, or repair work to ensure the safety of Department personnel or equipment.
- Cooperate with state, county, city, or local law enforcement officials when they need assistance to gain their cooperation in return.
- Hire qualified personnel who will uphold the standards of the Division, ensure proper execution of the duties of the Division and present a good public image.
- Serve as a leader to the officers in the Division and resolve complaints against Division personnel, personnel problems, or problems presented by the public.
- Prepare a monthly and yearly report for submission to the Commissioners detailing actions of the Division by district and by unit.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in public administration or criminal justice, or 15 years of administrative and law enforcement experience. Senior certification by the Commission on Law Enforcement Standards and Training or the ability to acquire certification within 12 months of employment. Pre-employment drug test required and subject to random drug testing according to the provisions of the AHTD Drug Testing Program.

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