

Title: Multimedia Highway Information Systems Coordinator	Effective Date: October 18, 2010	Grade: XV	Job Category: Professional
Prior Title: Multimedia Highway Information Systems Coordinator	Prior Effective Date: August 24, 2007	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for supervising complex administrative and technical work regarding highway inventory data for the state highway system.

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.

- Plan, organize and direct the Multimedia Highway Information System (MMHIS) in a wide variety of assignments related to this system.
- Formulate operating procedures related to the MMHIS.
- Supervise staff of technical and clerical personnel.
- Coordinate work of a technician and interact with other Divisions.
- Prepare reports and respond to inquiries concerning the highway system.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in specialized or related field of area of responsibility. Experience in 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.)