

Title: <b>Program Administration Coordinator</b>	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Pre-Construction Program Coordinator	Prior Effective Date: August 24, 2007	Grade: XVIII	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is responsible for the management and supervision of the Program Administration Section of the Programs and Contracts Division and for providing technical and policy guidance for all program administration activities.

**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 and provide guidance for the functional classification and appropriate federal-aid designation of all highways, roads, and streets.
- Coordinate, compile, analyze, and disseminate data for Department cash flow, job status, and federal-aid funding.
- Coordinate industrial and airport access roads and other local aid programs.
- Serve as the point of contact for clearinghouse reviews.
- Direct preparation of allotments.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in related field. Experience in federal-aid funding and highway statistics desired. Some statewide travel. Supervisory ability.

*("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.)*