

Title: Programs and Contracts Specialist I	Effective Date: May 4, 2012	Grade: XIII	Job Category: Professional
Prior Title: Programming and Scheduling Specialist, Programs & Contracts Specialist	Prior Effective Date: October 18, 2010	Grade: XIII	Page: 1 of 2

CHARACTERISTICS OF WORK

In the Program Administration Section, this position is responsible for the basic development and maintenance of various federal, state, and local highway programs. In the Project Development Section, this position is responsible for administration and coordination of highway construction bid lettings.

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.

Program Administration Section

- Type correspondence, forms and other documents.
- Compile and maintain records.
- Copy, scan and e-mail documents using office equipment.
- Assist with preparations of procedures for implementing federal and state highway programs.
- Coordinate with Federal Highway Administration (FHWA) staff on financial programs.
- Prepare initial and final federal and state allotments.
- Coordinate consultant contract database information.
- Process deferred vouchers.
- Use Microsoft Access to track and document project information.

Project Development Section

- Sale of plans, proposals, specification books, standard drawings and other AHTD publications.
- Prepare Electronic Bidding System files.
- Post project advertisements, plans and other information on the Department's web site.
- Assist in bid letting and coordinate upload of bid prices into Transport LAS.



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Project Development Section (Continued)

- Prepare Contract Awards List, Bid Tabulations, and Project Agreement Estimate Reports.
- Prepare contract documents and various other reports as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field of area of responsibility, OR the educational equivalent to a diploma from an accredited high school plus four years experience with the Department.

In the Program Administration Section, limited knowledge of past and present federal-aid highway bills, laws and regulations pertaining to the use of federal aid highway funds. Ability to use Microsoft Access, Excel, Word, and Outlook software and the Microsoft Windows operating system.

In the Project Development Section, knowledge of the bid letting and award process. Ability to utilize the Department's Invoice Program for selling plans, proposals, etc. Ability to maintain information on the web site. Demonstrated ability to utilize AASHTO TRNS•PORT software, including PES, LAS, and DSS. Ability to use Microsoft Word, Excel, Outlook, and Access.

("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.

