

Title: Programs and Contracts Specialist II	Effective Date: May 11, 2012	Grade: XIV	Job Category: Professional
Prior Title: Research Study Coordinator	Prior Effective Date: October 18, 2010	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the basic development and maintenance of various federal, state, and local highway programs.

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.

- Prepare operations procedures for implementing federal and state highway programs.
- Prepare feasibility studies and reports.
- Coordinate with Federal Highway Administration (FHWA) staff on financial programs.
- Compile, maintain and distribute the Statewide Transportation Improvement Program (STIP).
- Maintain federal-aid balance report.
- Supervise preparation of federal and state allotments.
- Assist in the preparation of Department federal fund requests for transmittal to the FHWA.
- Assist with development of appropriate project funding categories.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field of area of responsibility plus two years experience as a Programs and Contracts Specialist I, OR the educational equivalent to a diploma from an accredited high school plus six years experience with the Department, two of which must have been as a Programs and Contracts Specialist I or similar experience. Extensive experience and thorough knowledge of past and present federal-aid highway bills, laws and regulations pertaining to the use of federal-aid highway funds. Knowledge and ability to use Microsoft Access, Excel, Word and mainframe applications: CICSP, ROSCOE (Easytrieve).

("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.)

