

Title: <b>Public Information Coordinator</b>	Effective Date: August 24, 2007	Grade: XVIII	Job Category: Official/Admin.
Prior Title: Public Affairs Officer	Prior Effective Date: June 26, 2003	Grade: XVII	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is responsible for keeping the general public informed of Department activities and objectives and providing information to the legislature to keep them updated on transportation legislation.

**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.

- Manage, supervise, and direct all functions of the Public Affairs Office.
- Provide elected officials, community leaders, and the general public with information regarding transportation issues.
- Represent the Department in interim committee meetings and at general sessions of the legislature.
- Coordinate and supervise the preparation and dissemination of Department public notices and news releases.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in area of responsibility. Thorough knowledge in all Departmental policies and procedures.