

Title: Public Transportation Coordinator	Effective Date: May 11, 2012	Grade: XII	Job Category: Technician
Prior Title: Public Transportation Coordinator	Prior Effective Date: October 26, 2011	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating public transportation grants administration and assisting program administrators.

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.

- Develop equipment specifications.
- Review operating manuals for accuracy and completeness.
- Compile and organize data for studies.
- Conduct on-site verification of equipment inventories of transit agencies.
- Organize and conduct surveys.
- Assist program administrators as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Three years professional experience in automotive repair, specifications, or accessories installation. Class B Commercial Driver’s License (CDL) with a “P” endorsement preferred.

("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.

