

Title: Section Head - Assessments	Effective Date: May 18, 2011	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Assessments	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing administrative and supervisory work in the planning, organizing, and preparing of environmental documentation for Department projects as per state and federal environmental regulations.

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.

- Supervise staff of professional, technical, and clerical personnel.
- Provide technical training and guidance to employees within the Section.
- Develop and maintain technical competence and proficiency in all areas of environmental assessment.
- Assign, monitor preparation, and review project environmental documentation.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in specialized field within area of responsibility and eight years experience in related field. Thorough knowledge and experience in conducting comprehensive environmental studies of statewide significance and in preparing environmental documents. Direct knowledge and experience with state and federal laws, rules, and regulations pertaining to environmental assessments.

("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.)