

Title: Section Head - Beautification	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Beautification	Prior Effective Date: June 18, 2009	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the supervision of the Beautification Section.

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.

- Administer various beautification programs to accomplish Department highway beautification objectives.
- Monitor beautification programs and projects to ensure compliance with state and federal laws and regulations.
- Supervise the collection and disposition of various permit fees related to beautification programs, and ensure that accounting procedures comply with internal and legislative audit requirements.
- Plan and coordinate public/governmental relations to promote beautification and scenic enhancement of the state highway system.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in business, public administration or related field. Highway administrative and supervisory experience. Direct knowledge and experience with state and federal highway beautification laws and regulations.

("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.