

Title:	Effective Date:	Grade:	Job Category:
Section Head - Public Involvement	October 18, 2010	XVIII	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Section Head - Public Involvement	August 24, 2007	XVII	1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing administrative and supervisory work in the overall operations of the Public Involvement Section of the Environmental Division. Responsible for the Division's evaluation and recommendations in the NEPA consultant selection process. Responsible for the coordination of NEPA consultant activities.

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.

- Oversee all activities of the Public Involvement Section.
- Supervise the staff of professional, technical and clerical employees in the Public Involvement Section, and delegate job assignments within the Section.
- Provide technical training and guidance to employees in the Section.
- Work closely with the Districts and other Divisions in determining the need and format for public involvement.
- Constantly monitor workflow to see that all practical public involvement techniques have been considered and used as necessary.
- Ensure that AHTD personnel, local officials, and the general public are adequately notified of public meetings.
- Monitor the development of materials to be used at public meetings to ensure that the information is clear and concise.
- Ensure that public meetings are properly staffed and that participating AHTD personnel have adequate project information.
- Ensure that public involvement functions are scheduled in a timely manner and that meetings are held at times and locations that are easily accessible to local citizens.
- Monitor changes in federal regulations and guidelines to ensure that the Department's public involvement efforts are in compliance.
- Coordinate public involvement activities of NEPA consultants.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field or area of responsibility and eight years experience in related field. Experience with highway administration. Supervisory experience. Direct knowledge and experience with state and federal laws, rules, and regulations pertaining to public involvement in the NEPA decision making process. Demonstrated leadership capabilities. Demonstrated ability to coordinate EIS level projects. Excellent communication skills. Experience in public speaking and conducting public meetings. Extensive statewide travel. Valid driver's license.

("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.)