

Title: Section Head - Special Studies	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Special Studies	Prior Effective Date: August 24, 2007	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 studies and special projects necessary for completion of Department projects.

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 research and mitigation relative to highway projects.
- Assign, monitor development, and supervise implementation of environmental special studies and projects.

MINIMUM REQUIREMENTS

The educational equivalent to a master's degree from an accredited college or university in pure, applied, and/or social science and six years experience in related field. Experience with highway administration or supervisory work. Thorough knowledge and experience in conducting comprehensive environmental research and/or mitigation plans of statewide significance and in preparing documentation of special projects. Direct knowledge and experience with state and federal laws, rules, and regulations pertaining to the environment.

("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.)