

Title: Senior Transportation Planner	Effective Date: May 20, 2011	Grade: XVII	Job Category: Professional
Prior Title: Senior Transportation Planner	Prior Effective Date: October 18, 2010	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing complex administrative and/or supervisory work in planning, organizing, and directing highway planning studies of a non-engineering nature or assisting in supervising the administrative work of a Section within the Planning and Research Division.

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.

- Assist in the supervision of professional work in non-engineering programs.
- Coordinate with various metropolitan planning organizations in program development, monitoring and implementation.
- Conduct special planning studies.
- Assist in developing projects.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in transportation planning or related field and at least three years experience in related field. Experience in highway administrative or supervisory work. Good verbal and written communication skills. Familiarity with metropolitan planning regulations and planning processes. Ability to interpret and apply Department policies and procedures.

("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.)