

Title: <b>Technology Transfer Program Manager</b>	Effective Date: October 18, 2010	Grade: XVII	Job Category: Professional
Prior Title: Technology Transfer Program Manager	Prior Effective Date: August 24, 2007	Grade: XVII	Page: 1 of 1

### CHARACTERISTICS OF WORK

Under direction of the Staff Research Engineer, this position is responsible for managing the technology transfer program for cities and counties.

### 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.

- Select and contract with qualified instructors to conduct technology transfer training classes state-wide.
- Coordinate the scheduling of technology transfer classes.
- Monitor classes on a continuing basis.
- Evaluate program needs.
- Review claims submitted by instructors.
- Represent the Department at the annual national meeting and regional meetings as scheduled.

### MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in specialized or related field applicable to work performed. Experience in highway administrative or supervisory work. Experience working with city and county officials desired.

*("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.)*