

Title: Advanced Subcontract Administrator	Effective Date: June 14, 2025	Grade: 13	Job Category: Professional
Prior Title: Transitioned from func. to appropriated title	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for coordinating and performing the review and acknowledgement of all subcontracts submitted by prime contractors as required by the Specifications and for the management of certain administrative functions of the Construction office.

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 Department of Transportation is an "at will" employer.

- Coordinate and distribute construction plans and contracts to field office and contractors.
- Coordinate and review subcontracts and purchase orders for contract compliance and prepare for approval.
- Prepare and distribute quarterly labor compliance status report and other recurring reports.
- Oversee and maintain DBE subcontract documents and records.
- Coordinate the distribution and routing of correspondence.
- Train and mentor other staff members regarding subcontracts.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Administrative experience in a construction environment. Experience working with Resident Engineer offices and Contractors to expedite subcontract approval.

Knowledge, skills and abilities: Thorough knowledge in DBE subcontract requirements. Ability to interpret and apply Department policies and procedures relating to construction payment. Advanced knowledge of word processing and the use of Windows based applications. Ability to communicate effectively both orally and in writing. Attention to detail. Ability to organize, prioritize and multi-task. Self-motivated. Ability to retain and disseminate information. Ability to lead, train and mentor others. Proficient knowledge of SiteManager, DocExpress, Oracle, Kronos and SARS software applications.

Working conditions: Office 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.)