

Title: <b>Bicycle-Pedestrian Coordinator</b>	Effective Date: June 14, 2025	Grade: 14	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 responsible for administration, coordination, and advocacy for the construction and maintenance of bicycle and pedestrian facilities.

### ***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 the review of Local Federal-Aid projects involving bicycle and pedestrian facilities.
- Assist in facilitating the development of bicycle and pedestrian facilities in Arkansas.
- Assist with updating and maintaining the Arkansas Bicycle and Pedestrian Transportation Plan.
- Prepare correspondence, forms and other documents.
- Coordinate with Federal Highway Administration (FHWA) staff on Local Federal-Aid programs and projects.

### ***MINIMUM REQUIREMENTS***

**Education and experience:** The educational equivalent to a bachelor’s degree from an accredited college or university in related field of area of responsibility, OR the educational equivalent to a diploma from an accredited high school plus four years' experience in a related field.

**Knowledge, skills and abilities:** Advanced knowledge of Microsoft Excel and Word software. Proficient with Microsoft Access and Outlook software and the Microsoft Windows operating system. Knowledge of federal-aid highway bills, laws and regulations pertaining to the use of federal-aid highway funds.

*("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.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**