

Title: <b>Division Head</b>	Effective Date: October 4, 2014	Grade: N/A	Job Category: Official/Admin.
Prior Title: Division Head	Prior Effective Date: October 18, 2010	Grade: N/A	Page: 1 of 1

***CHARACTERISTICS OF WORK***

This position is responsible for performing highly complex administrative and supervisory work in planning, organizing, and directing the activities of a Division of the Department.

***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 a large staff of professional, technical, and clerical personnel through subordinate supervisors.
- Direct all activities of a major Division in the Department.
- Plan and organize budgets, staff requirements, operating conditions, long-range planning, etc. pertaining to the scope of activities of the assigned highway program within the policies and procedures set out by the Director, Commissioners, and/or higher level administrators.
- Complete necessary paperwork regarding work and supervisory activities.

***MINIMUM REQUIREMENTS***

The educational equivalent to a bachelor’s degree from an accredited college or university in specialized field. Possession of a current *Arkansas* license to practice professional engineering is required in engineering Divisions. Possession of a current *Arkansas* license to practice professional surveying required in Surveys Division. Experience in highway administrative or supervisory work.

*("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.)*