

Title: <b>Special Projects Coordinator</b>	Effective Date: June 14, 2025	Grade: N/A	Job Category: Official/Admin.
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 the planning and administration of Department projects.

### ***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 manage a variety of special projects from inception to completion, ensuring they are delivered on time, within scope, and on budget.
- Collaborate with cross-functional teams to ensure alignment and efficient execution of projects.
- Develop and maintain project timelines, schedules, and status reports for stakeholders.
- Communicate regularly with internal teams to track progress, resolve any issues, and update stakeholders on project developments.
- Organize and facilitate meetings, briefings, and presentations as needed to ensure all team members are aligned and informed.
- Assist in the development of project proposals, budgets, and resource plans.
- Proactively identify potential risks and challenges in project execution and work with teams to implement solutions.
- Support leadership with strategic planning and coordination of initiatives across the Department.
- Prepare and distribute project documentation and reports, ensuring all records are maintained for future reference.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent of a bachelor’s degree in a related field. Experience in project planning.

Knowledge, skills and abilities: Knowledge in the operations of the Department. Ability to interpret and apply Departmental policies and procedures. Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Strong communication, time management, and organizational skills. Ability to prioritize and multi-task. Attention to detail. Well-developed sense of urgency and follow-through.

Physical requirements:

Working conditions: Office environment.

Licenses, registrations and certifications: Valid driver’s license.

*("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.)*