

Title: Consultant Coordinator	Effective Date: June 24, 2017	Grade: XVIII	Job Category: Professional
Prior Title: Consultant Coordinator, Consultant Contracts Coord.	Prior Effective Date: June 27, 2013	Grade: XIX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position aides in the development and negotiation of consultant contracts and provides support for the Department's Value Engineering Program.

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.

- Assist with consultant contract development and negotiation.
- Maintain consultant administrative records.
- Schedule regular progress meetings with consultants.
- Transmit design information between Divisions and consultants.
- Assist in coordinating Departmental and Federal Highway Administration (FHWA) reviews of consultant plans and contracts.
- Aide in reporting to management on consultant progress and problems.
- Receive, verify and check quantities on consultant invoices as matched with consultant contracts.
- Compile consultant data and prepare reports to management.
- Assist with the promotion and administration of the Value Engineering Program as assigned.
- Serve as team leader/facilitator on Value Engineering studies.
- Maintain Value Engineering records.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Thorough knowledge in all aspects of Project Development and the ability to interpret and apply Department policies and procedures. Effective leadership and communication skills. Good human relations techniques. Working knowledge of Microsoft Word, Excel and Outlook software and the use of Microsoft Windows operating system.