

Title: <b>Program Management Technician</b>	Effective Date: June 24, 2017	Grade: XI	Job Category: Technician
Prior Title: Programs and Contracts Technician I, II	Prior Effective Date: February 10, 2014	Grade: VIII,XI	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for the assembly of bid proposals, contracts and related documents; for maintaining the prequalified contractors database and lists of contractors and suppliers; and for the flow and disposition of many technical documents.

*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.

- Assemble bid proposals, contracts, agreements and many other various documents originating in the Division.
- Assist in the release of bid proposals and plans to contractors in accordance with laws, Commission policy and other directives.
- Distribute and receive, track the progression of, and check the accuracy of contract documents.
- Compile data.
- Handle or dispatch data requests, billings and interoffice communication.
- Assist fellow staff members during peak workload periods.
- Assist contractors in signing up with proprietary software used to track proposals, contracts and agreements.
- Maintain the prequalified contractor database and contractor and supplier mailing lists for mailing notices to contractors, awards lists, and other announcements.
- Lift, wrap, and carry packages.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Knowledge in office procedures and records, and good command of business English and mathematics. Proficiency in Microsoft Word and Excel. Familiarity with Microsoft Access preferred.

*("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.**

