



POSITION VACANCY ANNOUNCEMENT

October 9, 2009

Closing Date: October 22, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on October 23, 2009).

Title: ADE AREA PROJECT MANAGER

Position Number: 2214-3073

Grade: C123

Division of Public School Academic Facilities and Transportation

DUTIES:

The Area Project Manager will act as project manager for construction projects as requested by the Senior Project Administrator of the Division of Public School Academic Facilities (DPSAFT). Duties will include coordinating and administering architectural and construction management activities for public school design and construction. Coordinates communication and project progress between architects, construction managers and firms and project owner (school district); assists in managing consultant contracts for assigned projects, which include elementary schools, secondary schools and related public school facilities; reviews contracts, architectural, structural, mechanical, life-cycle cost, and general construction portions of design specifications and plans for conformance to Division standards; prepares construction estimates from field verification to determine estimated construction costs; assists in management with development and or review of statewide programs, master plans and policies for the Division. Coordinates, inspects and monitors construction work for conformance to the Arkansas School Facility Manual, contract provisions, plans and specifications; represents the Division at design and construction meetings, executes statewide programs, master plans and policies for the Division and performs other duties as assigned by the supervisor.

SPECIAL REQUIREMENTS:

Applicant must possess a bachelor's degree in architecture, engineering, construction or construction management or a higher level degree from an accredited post-secondary institution and have four years of increasing responsible experience in construction planning, design, construction and estimating of major building programs in educational and other public facilities. Knowledge of school construction or public building construction is preferred. Knowledge of data compilation, management and recording, computer uses (Microsoft Excel), is desirable and must be willing to travel throughout the state.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in engineering, architecture, construction management, or a related field; plus four years of experience in planning, design, construction, maintenance, or a related area, including two years in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PENDING HIRING FREEZE APPROVAL

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. **Visit our website at Arkansased.org or www.arstatejobs.com.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.