

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.**

**POSITION:** Transportation Program Manager

**LOCATION:** Benton Administration

**HOURS:** 8:00am – 4:30pm FULL-TIME

**APPLICATION DEADLINE:** Open until filled

**DATE POSITION TO BE FILLED:** As Soon as Possible

**SALARY:** \$65,000

**JOB DUTIES:**

Plan, administer and manage all aspects of the Transportation Program and related services in a multi-county area.

Ensures program quality and compliance with all applicable regulations and directives.

Prepare and recommend budgets to management.

Write proposals to obtain government or private funding for projects to meet community needs.

Ensure program quality to meet requirements of funding sources.

Oversee property management and inventory control of the program

Monitor quality and perform periodic on-site inspections of the program.

Oversee personnel who perform program activities to implement CADC's goals and policies.

Interpret & enforce program regulations.

Other duties as assigned.

**EDUCATION REQUIREMENTS:** Bachelor's degree from four-year college or university or one to two years of related experience and/or experience; or equivalent combination of education, training, and experience preferred.

**EXPERIENCE NEEDED:** Excellent computer, typing, phone and organizational skills required. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. Supervisory experience preferred.

**OTHER REQUIREMENTS:** Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Travel may be required to other locations in order to complete essential duties. Frequently must lift and/or move up to 25 pounds.

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121

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