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| Title: Assistant GIS-Mapping Administrator | Effective Date: June 24, 2017 | Grade: XVII | Job Category: Professional |
| Prior Title: Geospatial Applications Coordinator | Prior Effective Date: June 27, 2015 | Grade: XVI | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under the supervision of the Staff GIS and Mapping Administrator, this position is responsible for developing and implementing methodologies, training employees and assisting in coordination of the overall GIS and mapping practices to ensure that Department’s objectives for advancing geospatial technologies are being met.

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 in overseeing and evaluate the creation and maintenance of GIS and mapping databases and workspaces.
- Assist in overseeing the development of GIS and mapping methodologies and workflows for studies and on-going projects within the Transportation Planning and Policy Division.
- Assess new technologies and best practices to determine potential value for the Department.
- Assist in implementing standards and methods for performing various GIS and mapping functions.
- Assist in coordinating and leading GIS and mapping initiatives internally and with external organizations.
- Attend GIS meetings and committees at technical levels.
- Prepare status reports of projects and implemented GIS and Mapping related functions.
- Give professional presentations on GIS and mapping methods, practices and projects.
- Serve as a point of contact for organizational GIS matters.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in GIS, geography or related field that heavily involves using GIS. Six years’ experience in GIS project design and methodology creation. Advanced knowledge of GIS software(s), tools and functionality. Thorough knowledge of database management and enterprise level data storage, retrieval and standardization. Ability to plan, organize and manage project schedules, tasks and product delivery. Experience with data collection techniques and data modeling. Working knowledge of Microsoft Windows, Access, Excel and PowerPoint. Experience in programming languages associated with GIS such as SQL, Python and Java. Supervisory experience preferred. Ability to interpret and apply Department policies and procedures. Effective leadership and communication skills. Ability to give presentations in front of groups of various sizes.

("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.)

