

Title: Cartographer Supervisor	Effective Date: May 20, 2011	Grade: XV	Job Category: Technician
Prior Title: Cartographer Supervisor	Prior Effective Date: October 18, 2010	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the preparation of city, county, state, special type maps, GIS analysis and related graphics. This position will also assist the Section Head in administering the activities and methods of the Section.

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.

- Use computer-aided design and drafting (CADD) software to accurately digitize and label city, county and statewide maps.
- Prepare maps and graphics for reports and publications.
- Maintain quality control and review newly completed county maps to ensure standards and accuracy.
- Use GIS software to attribute/maintain data and perform analysis.
- Research and collect data, interpret and plot land descriptions/plans necessary to prepare and/or update finished maps.
- Interpret and utilize aerial imagery provided by the Department and other sources.
- Maintain quality control and keep track of route and log changes affecting maps produced by the Section.
- Supervise and train subordinates.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in geography or related field from an accredited college or university. At least five years experience working with computer-aided design and drafting (CADD) system. At least five years experience working with and interpreting digital aerial photography. Thorough knowledge of Microsoft Windows, MicroStation, IRAS-C and Mapping Section cartographic standards. Ability to give presentations in front of small or large groups. Ability to interpret and apply Department policies and procedures.

("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.)