

Functional Title: <b>GIS Specialist</b>	Effective Date: June 22, 2019	Grade: XII	Job Category: Technician
Appropriations Title: <b>GIS-Data Management Specialist</b>	Effective Date: June 22, 2019	Grade: XII	Job Category: Technician
Prior Functional Title: GIS Specialist	Prior Effective Date: June 24, 2017	Grade: X	Job Category: Technician
Prior Appropriations Title: GIS-Data Management Specialist	Prior Effective Date: June 24, 2017	Grade: X	Page: 1 of 1

**CHARACTERISTICS OF WORK**

Under direct supervision, this position performs various Geographic Information Systems (GIS) functions and various analyses with spatial data, and is responsible for gathering and preparation of data, maps, and related graphics for use in environmental analyses, documents, and presentations.

**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 Department of Transportation is an "at will" employer.

- Produce routine cartography and prepare various types of visual information (data, maps, and displays).
- Update and maintain GIS databases and workspaces.
- Utilize GIS methodologies for studies and ongoing projects within the Division.
- Analyze and interpret data for project-specific purposes.
- Incorporate engineering plans into usable GIS data.
- Use GIS software to accurately digitize and label maps.
- Assist with Global Positioning System (GPS) field collection and incorporate data into applicable GIS software.
- Follow standard operating procedures to insure methods and accuracy parameters are met.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in GIS, Geography, or related field with a focus on GIS **OR** the educational equivalent to a diploma from an accredited high school plus four years of related experience. Experience in GIS mapping and analyses. Experience in GIS methodology creation; demonstrated ability in the use of GIS software, tools, and functionality; database creation, maintenance, and relationships; and in use of imagery resources and coordinate systems. Experience with the use of GPS equipment, including the acquisition of data and post-processing desired. Experience with Microsoft Excel, Access, Word and Outlook desired. Effective communication, organizational, and problem-solving skills. Valid driver's license. Ability to traverse rugged terrain.

*("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.)*

