

Title: <b>Planning Data Manager</b>	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
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*CHARACTERISTICS OF WORK*

Under general supervision, this position performs advanced data management functions and various analyses for the Transportation Planning and Policy Division, and is responsible for the data and analysis that will be used for safety, planning, freight, and performance management.

*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.

- Oversee, create and maintain multiple databases and projects.
- Analyze data for planning and project specific purposes.
- Develop and implement standards and methods for data management within the section and Department.
- Assist in researching best practices and alternate methods within the data management\data analytics community for extended learning and potential value for the Department.
- Coordinate with Computer Services and other Divisions to support the enterprise data management system.
- Give professional presentations on methods, practices and projects.
- Develop streamlined workflows or QA/QC procedures for existing or new datasets.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor’s degree from an accredited college or university in computer science or related field that heavily involves computer programming. Advanced knowledge of data management technologies, tools, and functionality. Thorough knowledge of database creation, maintenance and quality control procedures. Thorough knowledge of Microsoft Office Suite. Ability to interpret and apply Department policies and procedures. Effective leadership and communication skills. Ability to plan, organize and manage project schedules, tasks and product delivery. Experience with data collection techniques and data modeling preferred. Experience with Model Builder, Python, SQL, and ArcGIS platforms preferred.

*(“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.)*

