Functional Title: **Program Management Data Specialist**	Effective Date: November 2, 2020	Grade: XVI	Job Category: Professional
Prior Title: Program Management Data Specialist	Prior Effective Date: April 4, 2016	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position will be responsible for administering Program Management's database systems and developing software applications applying knowledge of programming techniques and computer systems.

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.

- Work with Program Management personnel to develop solutions to business needs through the research, design, and implementation of new datasets and modification of existing datasets.
- Design, develop, and maintain interfaces that enable end users to access and maintain the contents of the developed and existing datasets.
- Design, develop and maintain dashboards, reports and interfaces.
- Maintain datasets and reports for the Statewide Transportation Improvement Program (STIP), the Department's Staff Minutes, the Department's Ten Year Updates, the bid letting system, and other existing datasets and systems.
- Review user requests for new or modified computer programs to determine feasibility, cost and time requirements, compatibility with current systems, and resource requirements.
- Develop and maintain technical documentation relating to the developed datasets and systems.
- Train users to use Division applications and provide technical assistance.
- Coordinate on a frequent basis with the Information Technology Division on various projects and initiatives.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, information systems, or related field; OR the educational equivalent to a high school diploma PLUS a minimum of four years of advanced database or programming experience. Experience developing web applications. Experience with database design, development, and maintenance. Experience with ASP.NET and SQL Server preferred. Experience with reporting technologies (SSRS, MS Power BI, MS Access) preferred. Experience developing technical documentation preferred.

Knowledge, skills and abilities:

Advanced analytical and problem solving skills, and demonstrated ability to work under tight deadlines in a fast-paced environment. Advanced knowledge of HTML, JS, CSS, and web development frameworks, such as ASP.NET or Flask. Advanced understanding of database structures, theories, principles, and practices. Excellent communication skills, and ability to prioritize, execute, and complete tasks in a timely manner. Knowledge of Microsoft Excel, Word, and Access.

Working conditions:

Office environment

("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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

Arkansas Department of Transportation   EEO Approved: _____