Title: **Program Management GIS Supervisor**	Effective Date: June 25, 2016	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

Under the supervision of the Staff Program Support Engineer, this position is responsible for developing and implementing methodologies, training employees and coordination of the overall GIS and mapping practices within the Program Management Division.

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 the creation and maintenance of GIS databases and workspaces.

- Oversee the development and implementation of GIS methodologies and workflows within the Program Management Division.

- Assess new technologies and best practices to determine potential value for the Department.

- Assist in implementing standards and methods for performing various GIS functions.

- Assist in coordinating and leading GIS 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.

- Serve as a point of contact for organizational GIS matters.

- Prepare various types of visuals (data, maps, and displays as needed).

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. At least five years of experience in GIS project design and methodology creation. Advanced knowledge of GIS software(s) applications, tools, and functionality. Thorough knowledge of database management, creation, maintenance and quality control procedures. Thorough knowledge of enterprise level data storage, retrieval and standardization. Thorough knowledge of Microsoft Office Suite. Experience in programming languages associated with GIS such as SQL, Python and Java desired. Supervisory experience preferred.

("Accredited" means the education institution or program is accredited by an accrediting organization recognized by the United States Department of Education or by the Council for Higher Education Accreditation.)

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