

Title: Staff GIS and Mapping Administrator	Effective Date: June 27, 2015	Grade: XIX	Job Category: Professional
Prior Title: Section Head - Mapping and Graphics	Prior Effective Date: May 20, 2011	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Division Head, this position is responsible for overseeing GIS and mapping methodology and project development; the preparation of city, county, state, and special maps; the ongoing development of policies and procedures for GIS and mapping; coordinating and assisting with GIS activity within the Division and, when needed, throughout the Department; and the administration/supervision of personnel in the GIS and Mapping 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.

- Prepare annual GIS and Mapping work program and budget.
- Assign and coordinate work responsibilities within the Section.
- Obtain and manage necessary equipment and resources for GIS and mapping related activities.
- Coordinate and interact with county and municipal officials and the Secretary of State's office in obtaining data for use in preparing all maps.
- Assist other Divisions and Districts of the Department in the area of GIS and mapping.
- Oversee the implementation of GIS standards and methods.
- Represent the Department at local, regional, and national level in the areas of GIS and mapping.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in Geography or related field that heavily involves using GIS technology. At least 10 years professional experience in GIS project design and methodology creation. Advanced knowledge of GIS software(s), tools and functionality. Working knowledge of database management and enterprise level data storage, retrieval and standardization. Supervisory experience preferred. Thorough knowledge of Microsoft Windows, Access, Excel and PowerPoint. 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.)

