

Title: <b>System Information Supervisor</b>	Effective Date: June 24, 2017	Grade: XV	Job Category: Professional
Prior Title: Sr Asset Mgmt Analyst, Sr Pavement Mgmt Analyst	Prior Effective Date: June 27, 2015	Grade: XVII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direct supervision of the Staff Asset Management Engineer, this position will be responsible for supervising and directing all activities surrounding the collection of various pavement and asset data elements. This position will also be responsible for ensuring data integrity, adequate data collection coverage to meet Department and federal program guidelines, equipment maintenance and records, data collection coverage databases, all standard operating procedures for each piece of equipment, and providing adequate training opportunities for data collection staff.

*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.

- Supervise all aspects of the data collection operations within the Section.
- Ensure all data collection is completed in a timely manner.
- Ensure all data is distributed to the proper locations on Department servers in a timely manner.
- Work with geospatial datasets to display data collection progress and history.
- Help troubleshoot equipment malfunctions and software issues.
- Write and maintain standard operating procedures for each piece of equipment.
- Write and maintain user manuals for pertinent software applications.
- Develop or initiate the creation of software tools to help streamline all phases of data collection, collection routing, and data storage.
- Oversee staff to ensure all equipment is maintained, serviced and ready to perform when needed.
- Search out and procure pertinent training opportunities for technical staff to meet the needs of the data collection efforts.
- Fill in on data collection duties when inadequate staffing requires it.
- Ensure staff is adequately trained in all aspects of safety regarding automatic data collection and manual field work.
- Write Requests for Proposals and Scopes of Work for various data collection contracts when necessary.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in a science or technology-related field and two years of related experience; OR the educational equivalent to an associate's degree from an accredited college or university and four years of experience in a science or technology-related field; OR the educational equivalent to a high school diploma and six years of experience in a science or technology-related field. Advanced database or programming experience. Effective leadership and communication skills. Ability to prioritize, execute, and complete tasks in a timely manner. Advanced knowledge of Microsoft Excel, Word, and Access. Experience writing reports with Microsoft Access. Knowledge of the Department's Roadway Inventory System and Linear Referencing System. Understanding of hardware and software troubleshooting techniques. Ability to work with computers, various electronics, and analysis tools. Knowledge of various programming and database querying languages including Visual Basic, SQL and open source preferred. Experience in database design, development, maintenance, and administration 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.)*

