

Title: Crash Data System Administrator	Effective Date: June 24, 2017	Grade: X	Job Category: Technician
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for verifying location data in the eCrash system and related computer applications, coordinating with technical support for eCrash and related applications, generating crash reports summaries, and assisting in developing and maintaining databases for crash related data.

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.

- Determine crash locations and enter data into eCrash using MapClick, LRSVLT, Google Earth, MMHIS and other available tools as necessary.
- Provide guidance and training to other personnel, to include full-time and seasonal employees working on crash locating duties.
- Coordinate with the Arkansas State Police, eCrash and MapClick vendors to quickly resolve technical issues that may arise.
- Suggest improvements and enhancements for eCrash, Advance or MapClick applications to supervisors and program vendors.
- Provide a weekly report to the Districts and Legal Division regarding crashes that were noted as resulting in Department property damage and provide crash reports for these as requested.
- Inform immediate supervisors of any issues that arise with crash data and associated applications that could be detrimental to productivity and provide suggestions that may help improve productivity.
- Assist with the development of databases and information for transportation safety planning.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university OR the educational equivalent to a diploma from an accredited high school plus four years of experience providing crash locations for the Arkansas State Police Crash Database or other closely related experience. Prior work experience and working knowledge of the Department's Linear Referencing System, eCrash, Advance, and MapClick applications or equivalent experience. Familiarity with the use of Microsoft Access desired.

("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.)

