

Title: Program Management Data Specialist	Effective Date: September 8, 2020	Grade: XVI	Job Category: Professional
Prior Title: Program Management Data Specialist	Prior Effective Date: April 4, 2016	Grade:	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.

- Administer Program Management’s database systems interacting with end-user personnel to determine application data access requirements and other pertinent data required to develop and maintain integrated databases.
- Plan, develop, test and document computer programs applying knowledge of programming techniques and computer systems.
- Work with geospatial datasets.
- Maintain data and reports for the Statewide Transportation Improvement Program (STIP), the Department’s Staff Minutes, and the bid letting system.
- Review user requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current systems, and computer capabilities.
- Document program development, logic, coding and corrections.
- Train users to use Division applications and provide technical assistance.

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 writing reports with SQL Reporting Services and Microsoft Access. Experience in database design, development, maintenance, and administration preferred. Experience with standard web page markup languages, C#, .Net, and Python 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 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 various programming and database querying languages including Visual Basic and SQL. Advanced 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.)