

Title: GIS-Data Management Specialist	Effective Date: August 18, 2021	Grade: XII	Job Category: Technician
Prior Title: GIS-Data Management Specialist	Prior Effective Date: June 24, 2017	Grade: XII	Page: 1 of 2

CHARACTERISTICS OF WORK

Under direct supervision, this position performs various cartographic and Geospatial Information Systems (GIS) functions and various analyses with spatial and tabular data. This position is responsible for the gathering and preparation of data, maps, and related graphics for use in environmental analyses, online applications, database applications, documents, and presentations.

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.

- Prepare and update routine cartographic products and various types of visual information (data, maps, figures, and displays).
- Create, update, and maintain tabular and geospatial databases and workspaces.
- Utilize geospatial methodologies and protocols for studies and ongoing projects within the Division.
- Analyze, interpret, and publish data for enterprise and project-specific purposes.
- Incorporate engineering plans into usable spatial data.
- Assist with Global Navigation Satellite System (GNSS) field collection and incorporate product using applicable software.
- Research and assess best practices and alternate methods within the geospatial and data management communities for use in Division and enterprise-level purposes.
- Provide support to other geospatial and database application users within the Division and the Department.
- Follow standard operating procedures and protocols to ensure methods, accuracy, and quality control parameters are met.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in GIS, Geography, or related field with a focus on GIS/data management. Experience in GIS mapping, project design, online/web-based application creation, and analyses. Experience in GIS methodology creation. Experience with the use of GNSS equipment, including the acquisition of data and post- processing desired. Experience with ArcGIS Enterprise, ArcGIS Online, Model Builder, Python, ArcGIS Arcade, SQL, and Microsoft SQL Server Management Studio preferred.

Knowledge, skills and abilities:

Demonstrated ability in the use of GIS software and applications, tools, and functionality. Knowledge of spatial and tabular database creation, maintenance, and relationships and in use of imagery resources and coordinate systems. Thorough knowledge of Microsoft Office Suite. Effective communication, organizational, and problem-solving skills.

Physical requirements:

Physical ability to withstand fieldwork in various weather conditions, including ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc.

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Working conditions:

Indoor office setting as well as statewide travel including overnight travel as necessary.

Licenses, registrations and certifications:

Valid driver's license.

("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.)