

Title: <b>Planning Data Manager</b>	Effective Date: May 25, 2022	Grade: XVI	Job Category: Professional
Prior Title: Planning Data Manager	Prior Effective Date: June 24, 2017	Grade: XVI	Page: 1 of 1

### ***CHARACTERISTICS OF WORK***

Under general supervision, this position performs advanced data management functions and various analyses for the Transportation Planning and Policy Division and is responsible for the data and analysis that will be used for safety, planning, freight, and performance management.

### ***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.

- Create models for new database development and/or changes to existing ones.
- Analyze data for planning and project specific purposes.
- Develop and implement standards and methods for data management within the section and Division.
- Assist in researching best practices and alternate methods within the data management\data analytics community for extended learning and potential value for the Division.
- Coordinate with Information Technology and other Divisions to support the enterprise data management system.
- Give professional presentations and produce reports on methods, practices, and projects.
- Develop streamlined workflows or QA/QC procedures for existing or new datasets.

### ***MINIMUM REQUIREMENTS***

#### Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in computer science, management information systems, or related field, OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. SQL Server Integration Services (SSIS) and SQL Server Reporting Services (SSRS) experience. Experience with data collection techniques and data modeling preferred. Experience with Model Builder, Python, Power BI, and ArcGIS platforms preferred.

#### Knowledge, skills, and abilities:

Advanced knowledge of data management technologies, tools, and functionality. Thorough knowledge of database creation, maintenance and quality control procedures. Well-developed sense of urgency and follow-through. Good written and oral communication skills. Thorough knowledge of Microsoft Office Suite. Ability to prioritize and manage concurrent projects, demonstrate initiative, work with a team and independently, with minimal supervision. Must be able to learn, understand, and apply new technologies. Ability to modify existing packages to support ongoing system and business changes. Ability to follow data standards and architectural patterns to resolve data issues. Knowledge of Visual Studio.

#### Working conditions:

Office environment with some remote work possible.

*(“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.)*