

Title: Construction Systems Specialist	Effective Date: June 17, 2023	Grade: XV	Job Category: Technician
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Staff Engineer Systems Administrator, this position is responsible for assisting the Division’s systems administration group with programming and application development associated with the implementation and maintenance of the Division’s Construction Management (CMS) and Electronic Document Management (EDS) software and the increasingly complex computer languages and applications required for maintaining software.

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.

- Document complex help-desk issues and assist senior Systems Administration Staff with developing solutions.
- Use modern programming language and techniques to develop and maintain complex configurations/customizations in software.
- Develop reports and dashboards.
- Perform diagnostics and troubleshoot software issues.
- Develop user manuals, system documentation, training materials, and other related Construction Division documentation.
- Perform periodic ad-hoc database searches as required.
- Participate in the development and implementation of future system upgrades/enhancements.
- Employee may be required to drive a Department vehicle to various locations within the state occasionally.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent of a bachelor’s degree in computer science or related field OR the educational equivalent of a diploma from an accredited high school plus four years of experience in technology, programming/application development, or related field. Construction experience is desirable but not required. Experience in C# and/or Python programming languages, business intelligence software, application development, or other related skills.

Knowledge, skills and abilities: Advanced skills with MS Windows O/S and current versions of MS Office.

Working conditions: Office environment. Regular statewide travel. Occasional out of state travel.

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.)