

Title: <b>Lead System Information Technician</b>	Effective Date: June 19, 2021	Grade: XII	Job Category: Technician
Prior Title: Lead System Information Pavement Technician	Prior Effective Date: June 19, 2021	Grade: XII	Page: 1 of 1

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

Under the direct supervision of the Section Head or team leader, this position is responsible for leading the data processing staff in the development, analysis and maintenance of comprehensive pavement condition data utilized in various state and federal programs as well as managing the Section’s inventory and vehicle fleet.

### ***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.

- Lead the data processing staff by assigning tasks, reviewing work, providing guidance and assisting with work as necessary.
- Perform initial QC/QA on pavement condition data.
- Ensure QC/QA procedures are followed for data processing and reporting purposes.
- Run SQL queries for the purpose of reporting pavement condition data and other related subjects by request.
- Prepare reports, maps, statistical tabulations, charts, and graphs.
- Manage Section’s inventory.
- Manage Section’s vehicle fleet.
- Proofread technical documents such as memos and reports.
- Write and maintain standard operating procedures.

### ***MINIMUM REQUIREMENTS***

**Education and experience:** The educational equivalent to an Associate of Science (A.S.) degree from an accredited college or university; or the educational equivalent to a diploma from an accredited high school and two years of experience in data analysis. Experience in pavement condition data collection and analysis or related field. Experience with SQL preferred.

**Knowledge, skills and abilities:** Ability to read and understand highway maps and plans. Demonstrated proficiency in the use of computers and technology. Demonstrated proficiency in Microsoft Word, Excel and Access. Ability to proofread technical documents. Knowledge of inventory practices and procedures.

**Working conditions:** Office environment.

**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.)*