

Title:	Effective Date:	Grade:	Job Category:
Program Management GIS Analyst	June 17, 2023	XIV	Professional
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Transitioned from func. to appropriate title	June 19, 2021	XIV	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position performs advanced GIS functions and various analyses for the Program Management Division.

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.

- Oversee, create and maintain GIS databases and projects.
- Analyze data for planning and project specific purposes.
- Implement standards and methods for performing various GIS functions.
- Assist in researching best practices and alternate methods for GIS.
- Provide support to other GIS users across the agency.
- Prepare various types of visuals (data, maps, and displays as needed).

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 that heavily involves using GIS. At least two years of experience in GIS project design and methodology creation. Experience in coordinating GIS-related activities with user departments. Experience with Model Builder, Python, and SQL preferred.

Knowledge, skills and abilities: Advanced knowledge of GIS software(s) applications, tools, and functionality. The ability to design and implement GIS methodologies. Thorough knowledge of database creation, maintenance and quality control procedures. Thorough knowledge of Microsoft Office Suite. Ability to implement GIS technologies in an enterprise environment preferred. Ability to plan, organize and manage project schedules, tasks and product delivery preferred.

("Accredited" means the education institution or program is accredited by an accrediting organization recognized by the United States Department of Education or by the Council for Higher Education Accreditation.)