Title: **Lead GIS – Data Management Analyst**	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position is responsible for performing supervisory work in the overall operations of the GIS/Data Management Section of the Environmental Division, developing and implementing methodologies, assisting in the training and coordination of employees, and reviewing Geographic Information Systems (GIS) practices to ensure Department objectives for advancing geospatial technologies and data management are met.

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 and direct the work of Section staff, and provide technical assistance, support, and training.
- Review work of staff for competency and accuracy.
- Coordinate project completion schedules.
- Manage GIS databases and workspaces.
- Provide other Divisions, agencies and consultants with appropriate data.
- Research best practices and alternate methods for GIS, GPS, and data management.
- Implement standards and methods for performing various GIS and GPS functions and data management.
- Utilize GIS and GPS methodologies for studies and ongoing projects within the Division.
- Incorporate engineering plans into usable GIS data.
- Review and produce specialized cartography.
- Review analysis of data for project-specific purposes.
- Use software to accurately digitize and label maps.
- Manage Global Positioning System (GPS) field collection and incorporate data into applicable GIS software.
- Perform quality control and review of products to ensure standards and accuracy.
- Serve as Section Head in his/her absence.
- Provide support to other GIS/GPS users within the Department.

MINIMUM REQUIREMENTS

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/mapping platform plus six years of experience with GIS mapping and analysis **OR** the educational equivalent to a diploma from an accredited high school plus ten years of experience in GIS mapping and analysis. Experience with SQL, Python, and Java. Experience in GIS project design and methodology creation. Demonstrated ability in the use of GIS software, tools, and functionality; database creation, maintenance, and relationships; and use of imagery resources and coordinate systems. Familiarity with the NEPA process. Proficiency in Microsoft Word, Excel, Access and Outlook. Advanced knowledge in the use of GPS equipment for mapping and point-location. Effective leadership, communication, organizational, and problem-solving skills. Ability to interpret and apply Department policies and procedures.

("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.)

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