ArDOT

Classification Specifications

Title: **Advanced Geospatial Specialist**	Effective Date: October 31, 2022	Grade: XIV	Job Category: Professional
Prior Title: Advanced Geospatial Specialist	Prior Effective Date: June 22, 2019	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position performs advanced GIS functions and various analyses with spatial data and is responsible for the preparation and quality control of data, maps and related graphics for use in analysis, documents and presentations.

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, workspaces and projects.
- 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 within the Division and across the agency.
- Produce various types of visuals (data, maps and displays, as needed).
- Assist with field collection of data and incorporate data into applicable GIS software
- Analyze and interpret data for project-specific purposes.
- Incorporate engineering plans into usable GIS data.
- Document procedures, workflows, scripts and programs.
- Follow standard operating procedures to ensure methods and accuracy parameters are met.
- Perform project/program management duties in terms of planning and organizing schedules, assigning tasks as well as monitoring and reporting progress to superiors.
- May lead team members by making work assignments, conducting quality assurance on work either being performed or completed, providing technical assistance and providing input to management regarding team member performance and conduct.
- Assist in maintaining the Department's All Public Road Linear Referencing System.
- Assist in developing and publishing updates to the network build for the Department's Permitting System.

MINIMUM REQUIREMENTS

<u>Education and experience</u>: 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 plus demonstrated experience in GIS/mapping and analysis. Experience in designing and implementing GIS methodologies; database creation, maintenance and relationships; and use of imagery resources and coordinate systems. Experience in coordinating GIS-related activities with user departments. Experience with SQL, Python and Model Builder.

<u>Knowledge, skills and abilities</u>: Advanced knowledge and demonstrated ability in the use of GIS software applications, tools, and functionality. Thorough knowledge of database creation, maintenance and quality control procedures. Proficient in the use 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. Effective leadership, communication, organizational and problem-solving skills.

<u>Working conditions</u>: Office environment.

("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.)