

Title: GIS Technician	Effective Date: June 14, 2025	Grade: 10	Job Category: Technicians
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CHARACTERISTICS OF WORK

Under general supervision, this position assists with various technician level Geographic Information Systems (GIS) functions to support the development and maintenance of geospatial data.

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.

- Assist with database entry and quality control on various projects and data sources.
- Review data for errors and make changes as needed according to current standards and accuracy procedures.
- Analyze and query data as needed for project level assignments.
- Produce maps and other visual products.
- Research best practices and alternate methods with the GIS community for extended learning and determining potential value for the Department.

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 a GIS/mapping platform OR the educational equivalent to a diploma from an accredited high school and 4 years of directly related experience.

Knowledge, skills and abilities: Knowledge of GIS and mapping software(s), tools, and functionality. Ability to assist in the implementation of GIS standards and methodologies. Knowledge of Microsoft Windows, Access, Excel and PowerPoint.

Working conditions: Office environment.

("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.)