ArDOT — Classification Specifications

Title:	Effective Date:	Grade:	Job Category:
Program Management Database Administrator	June 17, 2023	XVIII	Professional
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Transitioned from PM Information Manager	February 9, 2021	XVIII	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position will be responsible for administering Program Management's database systems and providing oversight and management of day-to-day data reporting and complex analytics for a variety of Program Management reports and information requests.

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.

- Provide oversight and administration of the Program Management's database team and systems.
- Create and manage protocols for data access requirements and other pertinent data required to develop and maintain integrated databases.
- Provide oversight and administration of planning, developing, and testing applications used by the Program Management Division.
- Coordinate with IT Division for PM system development and operations.
- Provide guidance and mentorship to members of the Program Management data team.
- Develop and maintain protocols for the retrieval and analysis of ongoing data storage.
- Troubleshoot data and reporting related issues.
- Develop and maintain data used for the Statewide Transportation Improvement Program (STIP), the Department's Staff Minutes, and the bid letting system, etc.
- Review user requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current systems, and computer capabilities.
- Develop and maintain program design architecture documentation.
- Develop and maintain end user documentation and provide training for the use of Division applications and provide technical assistance.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university in computer science, information systems, or related field. Experience in a leadership or supervisory role. Experience in creating and compiling reports utilizing available data sources. Experience in database design, development, maintenance, and administration preferred. Experience with standard web page markup languages, C#, .Net, and Python preferred.

Knowledge, skills and abilities: Advanced analytical and problem-solving skills and demonstrated ability to work under tight deadlines in a fast-paced environment. Advanced understanding of database structures, theories, principles, and practices. Advanced knowledge of geospatial datasets preferred. Excellent communication skills and ability to prioritize, execute, and complete tasks in a timely manner. Ability to effectively provide leadership, oversight, and guidance to team members. Knowledge of various programming and database querying languages including Visual Basic and SQL. Advanced knowledge of Microsoft Excel, Word, and Access.

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.)