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| Title:<br><b>Senior Geospatial Specialist</b>     | Effective Date:<br>May 8, 2025         | Grade:<br>XVI | Job Category:<br>Professional |
| Prior Title:<br>Program Management GIS Supervisor | Prior Effective Date:<br>June 17, 2023 | Grade:<br>XVI | Page:<br>1 of 1               |

### ***CHARACTERISTICS OF WORK***

Under general supervision, this position performs advanced GIS functions and performs various analyses for the Planning & Research Division. This position will also assist the Staff GIS and Mapping Administrator in administering the activities and standard operating procedures of the Section.

### ***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 and mapping databases and projects.
- Design GIS and mapping methodologies for studies and on-going projects within the Planning & Research Division.
- Analyze data for planning and project specific purposes.
- Implement standards and methods for performing various GIS and mapping functions.
- Assist in researching best practices and alternate methods within the GIS and mapping community for extended learning and potential value for the Department.
- Provide support to other GIS users across the agency.
- Oversee the standard operating procedures, metadata, data dictionary, and data cataloging process and documentation for the Section.
- Give professional presentations on GIS and mapping methods, practices and projects.
- Prepare and update various types of visuals (data, maps, and displays as needed).
- Lead and train co-workers as needed.

### ***MINIMUM REQUIREMENTS***

**Education and experience:** The educational equivalent to a bachelor's degree in GIS, or related field that heavily involves using GIS, from an accredited college or university. Experience in GIS project design and methodology creation. Experience in programming languages associated with GIS such as SQL and Python desired. Supervisory experience preferred. Experience in coordinating GIS related activities with user departments.

**Knowledge, skills and abilities:** Advanced knowledge of GIS software platforms, tools, and functionality. 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 interpret and apply Department policies and procedures. Effective leadership and communication skills. Ability to give presentations in front of groups of various sizes. Ability to plan, organize and manage project schedules, tasks and product delivery. Ability to implement GIS technologies in an enterprise environment preferred.

**Working conditions:** 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.)*