

Title: <b>TSMO Data Coordinator</b>	Effective Date: September 5, 2025	Grade: I18	Job Category: Professional
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### ***CHARACTERISTICS OF WORK***

Under general supervision from the Division Head and Assistant Division Head, this position is responsible for providing coordination of Transportation Systems Management and Operations (TSMO) computer systems, networks, interfaces, and applications, including but not limited to the following: Systems Engineering Analysis, Automated Traffic Signal Performance Measures, roadside worker safety systems, Automated Work Zone Systems, Advanced Traffic Management Systems, Traffic Data Management Systems, ACTIS/iDriveArk, cyber security and other TSMO information and network systems.

### ***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.

- Review, contribute and compose Systems Engineering Analysis (SEA).
- Implement and oversee various TSMO data reporting and management systems.
- Oversee and coordinate integrations between TSMO services and third-party applications.
- Support implementation and development of Smart Work Zones and data sharing via Work Zone Data Exchange (WZDx).
- Coordinate with the Information Technology Division and vendors to develop, implement, manage, and support the Advanced Traffic Management System (ATMS).
- Oversee upgrade and operation of ACTIS/iDriveArk in coordination with the Communications Division.
- Work with consultants on design, implementation and oversight of complex TMC IT network/system requirements including layout, network design, mission requirements, resiliency for uninterrupted service, etc.
- Review current cyber security practices, develop operating and documentation standards and attend meetings to ensure TSMO infrastructure is secure.
- Develop and propose upgrades and improvements to TSMO’s inventory control systems and procedures.
- Develop and propose system design and settings documentation for disaster recovery.
- Update the Traffic Engineering Requests Management System (TERMS) database.
- Develop performance measures to track TSMO business activities.
- Support Division activities regarding fiber, plan reviews, spec writing, etc. as needed.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor’s degree in computer science or related field or the educational equivalent to a high school diploma plus a minimum of four years of advanced experience directly related to the type of work performed. Experience in functional/technical development and implementation of information and network systems and applications with progressively more responsible assignments (administration, design, training and support). Experience resolving complex, high priority technical issues. Experience leading and/or coordinating information technology projects.

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Knowledge, skills and abilities: Knowledge of networking technology. Ability to interpret policies and procedures and apply to system configurations. Ability to follow detailed procedures and ensure accuracy in documentation and data. Good communication skills both orally and in writing. Advanced knowledge of database technology including development of database queries and customization. Ability to utilize office productivity software such as Microsoft Office. Ability to learn and adapt quickly to new software technologies. Ability to manage and lead project teams effectively and facilitate meetings to bring disparate skill sets and viewpoints together to solve problems. Well-developed sense of urgency and follow-through. Ability to follow detailed procedures and ensure accuracy in documentation and data. Self-motivated with strong organizational skills and the ability to multi-task. Demonstrated technical writing skills.

Working conditions: Office environment. Occasional travel to various locations within the state.

Licenses, registrations and certifications: Valid driver's license.

*("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.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**