

Title: <b>Advanced Programs and Contracts Specialist</b>	Effective Date: October 18, 2010	Grade: XV	Job Category: Professional
Prior Title: <b>Advanced Programs and Contracts Specialist</b>	Prior Effective Date: January 8, 2010	Grade: XV	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is responsible for development, implementation, and maintenance of various computer-aided design and drafting (CADD) information, geographic information system (GIS) data and project data bases for federal, state, and local highway programs. This position will also assist the Section Head in administering the activities and methods 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 State Highway and Transportation Department is an "at will" employer.

- Prepare operations procedures for implementing CADD with data bases for federal and state highway programs.
- Evaluate program designs and make refinements.
- Maintain quality control and review GIS, map and project data to ensure standards and accuracy.
- Use GIS software to attribute/maintain data and perform analysis.
- Coordinate, maintain, and update various data base information.
- Prepare maps and graphics for reports, presentations and publications.
- Review and edit reports and maps prepared by other staff members.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree in geography or related field from an accredited college or university. At least five years experience working with computer-aided design and drafting (CADD) systems. Thorough knowledge of Microsoft Windows, Microsoft Powerpoint, Adobe-Acrobat, MicroStation, IRAS-C and Geo-Media. Knowledge of federal, state and local highway programs and highway project data is desired.

*("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.**