

Title: Assistant Systems Administrator	Effective Date: June 18, 2009	Grade: XVII	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is accountable for providing administration, technical support, maintenance, customization, training and documentation updates for the SiteManager construction management system.

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.

- Assist in maintaining the SiteManager database tables and user security.
- Provide help-desk user support for all system users.
- Develop/coordinate the development of interfaces to the SiteManager databases for the development of program features and for interfaces for other Divisions of the Department.
- Test and troubleshoot new software releases.
- Assist with user manuals, system documentation, and other related Construction Division documentation.
- Assist with periodic SiteManager training for users statewide.
- Provide coordination with Computer Services Division in the acquisition of hardware and liaison for software revisions/updates which affect the SiteManager user community.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering or graduation from an EAC of ABET approved engineering curriculum or equivalent as judged by the Arkansas Board of Registration for Professional Engineers and Land Surveyors. Engineer Intern certification required. Thorough knowledge of highway engineering, construction techniques and procedures, material testing methods and surveying. Supervisory capabilities and good human relations techniques. Good communication skills and effective teaching/training skills. Advanced knowledge of the SiteManager construction management application.

("EAC of ABET" means Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.)