

Title: Cartographer IV	Effective Date: October 18, 2010	Grade: XIV	Job Category: Technician
Prior Title: Computer Mapping Specialist	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the preparation of city, county, state, special type maps, GIS analysis and related graphics.

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.

- Use computer-aided design and drafting (CADD) software to accurately digitize and label city, county and statewide maps.
- Prepare maps and graphics for reports and publications.
- Maintain quality control and review newly completed county maps to ensure standards and accuracy.
- Use GIS software to attribute/maintain data and perform analysis.
- Research and collect data, interpret and plot descriptions/plans necessary to prepare and/or update finished maps.
- Interpret and utilize aerial imagery provided by the Department and other sources.
- Train subordinates.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in geography or related field from an accredited college or university. At least four years experience working with computer-aided design and drafting (CADD) system. At least four years experience working with and interpreting digital aerial photography. Thorough knowledge of Microsoft Windows, MicroStation, IRAS-C and Mapping Section cartographic standards. The ability to give presentations in front of small or large groups.

("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.)