

Title: Information System Technician II	Effective Date: October 26, 2011	Grade: XI	Job Category: Technician
Prior Title: Information System Technician II	Prior Effective Date: October 18, 2010	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the refinement of traffic related data and highway inventory data for the state highway 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.

- Perform data entry, analysis, display and management of the Multi-Media Highway Information System (MMHIS) under the direction of the MMHIS Coordinator.
- Maintain quality control of MMHIS.
- Install and troubleshoot the MMHIS on users' computers.
- Prepare reports and respond to inquiries concerning the highway system.
- Distribute and maintain MMHIS software in District and Area Maintenance Offices.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university or four years related experience in computer applications. Proficient in the use of Microsoft Excel and Access. Working knowledge of Department databases utilized in the MMHIS. Working knowledge of MicroStation, GeoMedia and Visual Basic or Visual Basic for Applications is desired. Statewide travel as necessary. 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.)