

Title: Section Head - Mapping and Graphics	Effective Date: May 20, 2011	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Mapping and Graphics	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Division Head, this position is responsible for the preparation of city, county, state, special type maps and all graphics; making technical decisions; writing printing specifications, and the administration/supervision of personnel in the Mapping and Graphics 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 annual mapping work program and budget.
- Assign and coordinate work responsibilities within the Section.
- Develop computer graphics program techniques and procedures related to implementation of the computer aided design and drafting (CADD) system.
- Coordinate and interact with county and municipal officials and the Secretary of State's office in obtaining data for use in preparing all maps.
- Assist other Divisions and Districts of the Department in the area of mapping, computer mapping, and the preparation of graphics, charts, etc. for reports and publications.
- Write printing and technical specifications for use in creating and printing maps, publications and reports.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field. Working knowledge of engineering, surveying, photogrammetric mapping techniques. Experience in aerial photo interpretation required. Demonstrated ability in GeoMedia, MicroStation or other GIS computer applications preferred. Supervisory experience. Ability to interpret and apply Department policies and procedures.

("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.)