

Title: <b>System Administrator</b>	Effective Date: October 19, 2011	Grade: XIX	Job Category: Professional
Prior Title: System Administrator	Prior Effective Date: December 3, 2010	Grade: XIX	Page: 1 of 1

*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.

- Maintain the SiteManager database tables and user security.
- Provide help-desk user support for all system users.
- Coordinate with the State Construction Engineer and Construction Division staff on policy/business practices revisions related to the continued implementation of SiteManager.
- 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 and develop installation schedules.
- Maintain and update user manuals, system documentation, and other related Construction Division documentation.
- Conduct 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.
- Remain familiar with current construction trends, procedures, policies, techniques and products.
- Employee is required to frequently drive a Department vehicle to various locations within the State.

*MINIMUM REQUIREMENTS*

Possession of a current *Arkansas* license to practice professional engineering. Thorough knowledge of all phases of highway construction and the ability to interpret and apply Department policies and procedures. Supervisory capabilities and good human relations techniques. Good communication skills and effective teaching/training skills. Advanced knowledge of the SiteManager construction management application. Advanced knowledge of Microsoft Access, including development of database queries and customization. Thorough knowledge of word processing and spreadsheet software, and the use of Microsoft Word and Excel. Valid driver's license.