

JOB DESCRIPTION

Identification

Position Title: **GEOGRAPHIC INFORMATION SYSTEMS ADMINISTRATOR**

Department: **Administration/Information Technology**

Immediate Supervisor: **Information Technology Manager**

Exempt position, **Pay Grade = L**

Position Summary

This is a responsible position involving the development, maintenance, operation of, and support services provided by, the City's Geographical Information System. Maintain databases related to the Geographic Information System (GIS) with a high degree of accuracy. Provide mapping services and coordinate mapping needs for all administrative departments of city government. Provide professional support services to City Departments and outside agencies on the City's GIS hardware, software, and GIS database. Coordinate future GIS capabilities for the City via research, software and hardware updates.

Principal Duties and Responsibilities

- Directs the City's Global Positioning System (GPS) survey work and data processing when creating files regarding the GIS database.
- Through coordination with County Departments, maintains the link between the GIS and the Land Information System which contains property ownership information.
- Makes decisions regarding interpretation of legal documents used when creating GIS files.
- Train City staff on GIS technology and software applications
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility.
- Test and modify system segments.
- Supervises and participates in the development of file structures, database structures, data collection methods, design of forms, reports, processing methods and system control procedures for GIS data and applications.

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality, seamless customer service.
- Makes periodic executive-level reports to the Department Head and the City's IT Manager concerning the status of the City's GIS System and GIS goals and objectives.
- Make recommendations on needed remedial actions and related system improvements.
- Performs all other related duties as assigned.

Skills, Knowledge and Abilities

Comprehensive knowledge of Geographic Information Systems and relational database software with preference given to the current City standard. Considerable knowledge of windows based software, including Microsoft Office, with preference given to the current City standard. Knowledge of the principles and practices of surveying and global positioning systems. Ability to manipulate databases to develop maps, overlays, and tabular data. Ability to read and interpret plans. Ability to establish and maintain working relationships with governmental personnel and the general public. Ability to communicate effectively orally and in writing. Ability to be self-sufficient and self-motivated.

Minimum Education Certification, and Experience Requirements

Bachelor's degree in geographic information systems, geography, planning, landscape architecture, civil engineering, computer science; and five years of experience working with geographic information systems. Other combinations of experience and education that meet the minimum requirements may be substituted.

Good interpersonal skills are an essential component of the position. Contacts are primarily with City, County, State and other information systems staff. Contact with other cities and municipalities throughout the state may be required. Other public contacts may be required from time to time to explain the operation and utility of the City's GIS system.

Exempt position, Pay Grade = L