



Job Title: GIS Specialist	Reports to: City Engineer
Department: Engineering	Job Grade: Non - Exempt
Revision Date: 01/04/2021	Fair Labor Standards Act (FLSA)

### Characteristics of a Successful GIS Specialist

<ul style="list-style-type: none"> <li>• Positive outlook</li> <li>• Motivated</li> <li>• Outgoing</li> <li>• Energetic</li> <li>• Flexible and adapts easily to new situations</li> <li>• Takes pride in their work and their team member's work</li> </ul>	<ul style="list-style-type: none"> <li>• Keeps a focus on creating an exceptional service experience</li> <li>• Easily builds rapport with others</li> <li>• Detail oriented</li> <li>• Honest</li> <li>• Accountable for their actions</li> <li>• Ability to troubleshoot and think through complex systems</li> </ul>
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### Position Summary

Under direct supervision of the City Engineer, this position will perform skilled digital mapping involving preparation and maintenance of digital maps for the City, converting hand drawn maps into a digital format for use in a Geographic Information System (GIS) and CAD; manage data in such a way that historical records will reflect changes to land parcels in the City and surrounding areas, and provide supportive mapping data and analysis upon request. This position is intended to provide support for mapping, interdepartmental Geographic Information Systems (GIS), Land Records maintenance and other functions as assigned.

### Essential Job Functions

- SQL Server database & geodatabase administration that includes maintaining a multi-user data management system, limiting performance depreciation, and ensuring data recovery.
- Manages GIS applications including ESRI Desktop software, ESRI enterprise Portal/ArcGIS Online, Pictometry Connect Explorer, etc
- Creates and maintains data services, web maps, web applications, and other web GIS services in ESRI Enterprise Portal and ESRI ArcGIS Online that support City departments and the public
- Coordinates with City departments and external organizations in special projects such as US Census Bureau, voting/elections information, aerial acquisition projects, major upgrades to GIS software and hardware network, implementation of software systems with a GIS component, etc.
- Supports all City departments and the public with timely GIS-related data updates & resources, map documents and GIS technical support
- Establishes & documents GIS data inventory, metadata, workflows, and automations.
- Acquires data in the field and from old plan sets.



- Attends meetings, conferences, workshops as requested.
- Maintains a positive, helpful, constructive attitude and working relationship with City staff and elected officials.
- Other related duties as assigned.

## **Requirements**

- Read legal descriptions, deeds, plat books, maps, and software procedures manuals.
- Interpreting land descriptions, maps, drawings, charts, plans, survey records, and aerial photos.
- Knowledge of principles and practices of file and records management;
- Reading, understanding, interpreting and applying relevant rules, ordinances, codes and regulations.
- Following and effectively communicating verbal and written instructions;
- Working within deadlines to complete projects and assignments.
- Operating a personal computer and data collection devices and utilizing a variety of specialized and standard software; Microsoft Office, Internet use, and e-mail system.
- Communicate orally with customers, clients, and the public.

## **Judgment/Decision Making**

- Develops objectives, policies and procedures within the general scope of the department goals and plans.
- Exercise independent judgment in normal day-to-day operations. Solve complex issues under the direction of supervisor.
- Strategic issues are referred to supervisor.
- Decisions must be accurate to ensure safety of employees and the public.

## **Relation to Others**

- Work directly with the City Engineering, Planning and Public Works departments.
- May train or assist with training of other staff members.
- Requires advanced interpersonal and communication skills to establish and maintain internal and external relationships.
- Offers suggestions to improve the activities of the department and the operation of the City in general. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

## **Education/Experience**



- Bachelor's degree in degree in GIS, geography, spatial information management, or GIS minor.
- 3 years professional level experience involving the design, implementation, and use of ESRI GIS applications
- 3 years significant work experience in data editing/data maintenance within a versioned environment
- 3 years experience with editing spatial data

### **Working Conditions/Physical Demands**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve frequent exposure to moderate risk of accident and required following basic safety precautions; frequent exposure to unpleasant elements.
- Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment.
- Working all weather conditions, including: cold, windy, hot, wet or dry conditions. Movement may be restrained or confined.
- Work may require routine travel.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.*