



**Job Title:** GIS Specialist  
**Reports To:** IT Director  
**FLSA Status:** Non Exempt  
**Job Grade:** 52  
**Department:** Information Technology  
**Approved by:** City Administrator  
**Date Prepared:** May 31, 2016

## **SUMMARY**

Under general supervision of the IT Director, the GIS Specialist leads, coordinates, and monitors the City's Geographic Information System (GIS) activities; coordinates the development of the GIS systems and database according to City goals and objectives, and assures the integrity and security of the database.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assures the integrity, security, and effective performance of the GIS Program database.
- Develops GIS applications in support of City goals; coordinates and prioritizes GIS development projects with other City departments, alliances and outside agencies; plans development projects to assure GIS projects meet objectives; evaluates trends, anticipates problems, and reports on performance and status of GIS projects.
- Generates ad-hoc and custom maps as requested by City departmental staff and the general public.
- Develops and maintains a City-wide training program to further the knowledge base of spatial information and appropriate outputs.
- Creates, collects, updates, and maintains GIS databases; Development of component layers and structure of spatial data; acquire, collect, exchange, share and integrate digital data; coordinates the continuous development, operation and maintenance of the GIS, including components of the system database system hardware and software.
- Serves as subject matter expert on GIS; assures effective communication of GIS system issues; analyzes problems and recommends solutions to meet standards and guidelines; prepares special and recurring reports and proposals for work projects, contracts, and GIS development plans.
- Maintains City-wide parcel database; compiles geographic data from a variety of sources; scans, rectifies, and digitizes data, edits and refines GIS data, and updates database; performs quality control checks to assure data integrity.
- Oversees the maintenance of the control points used for registering geographic data; determines and establishes quality control standards for GIS data layers for City departments and other agencies; develops procedures to reduce system errors and enhance system functionality and stability; coordinates special projects with City departments.
- Evaluates and recommends new software, hardware and peripheral equipment; develops and monitors work procedures, policies and plans.
- Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, client records and City information.
- Performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines**

Bachelor's Degree in Geography, Computer Science, Planning, Engineering, or a closely related field; AND four years of experience in developing and managing a GIS database, preferably within local government or similar agency; OR an equivalent combination of education, training and experience.

### **Knowledge of:**

- City organization, operations, policies and procedures.
- Theory, principles and practices of GIS/CAD, including data compilation and conversion, database management systems, graphics applications and overlays, and spatial models for computer analysis.
- Principles of land planning, mapping, global positioning systems, planimetrics and orthophotography.
- Principles and procedures used to design, develop and maintain relational databases.
- Project management planning principles, tools and techniques.
- Specialized ESRI and SQL programming languages, technologies and protocols.
- Data source integrity and metadata standards
- Quality assurance procedures and documentation standards for database systems.
- Administration and maintenance principles of network operating domains, relational databases, and specialized software applications.
- Capabilities of computer systems, including networked environments and peripheral devices.
- Computer hardware, software and peripheral equipment troubleshooting techniques.
- Principles of record keeping and records management.

### **Skill in:**

- Analyzing technical issues, evaluating alternatives, and making recommendations based on findings.
- Collecting, organizing, analyzing and presenting technical and statistical information in reports.
- Assessing, analyzing, identifying and implementing solutions to technical problems.
- Using GIS/ESRI software suite programs and application programming languages.
- ESRI ArcGIS Desktop software suites.
- ESRI ArcSDE database management software.
- Microsoft SQL database software.
- Reading, understanding, developing, manipulating and analyzing geographic information in a variety of data formats and projections.
- Understanding and working with data from multiple public and private sources.
- Maintaining accurate and interrelated database records, and identifying and reconciling errors.
- Solving technical problems involving integrated operating systems and hardware platforms.
- Interpreting technical instructions and analyzing complex variables.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

Driver's license is required. GIS Professional Certification is preferred.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.