



POSITION DESCRIPTION

POSITION:	GIS SPECIALIST	CIVIL SERVICE:	YES
DEPARTMENT:	INFORMATION TECHNOLOGY	FLSA EXEMPT:	NO
DIVISION:	INFORMATION TECHNOLOGY	UNION:	N/A
REPORTS TO:	IT DIRECTOR	PAY GRADE:	N11

FUNCTION:

Performs work under supervision to create and update geographic data and maps; maintain the city’s geographic content management system, web maps, GIS web applications, and documentation; and provide software support to city staff on the geographical information systems; and other work as required.

SUPERVISES:

None

EQUIPMENT USED:

Standard office equipment and related computer network equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Produce maps for staff.
- Enter data into the city’s GIS using Microsoft Access, QGIS, and ArcMap.
- Collect, transform, and load relevant data into the city’s GIS database from a variety of sources including outside agencies, vendors, online services, mobile field collectors, digital, and paper documents.
- Provide ESRI software support to city staff.
- Assist with administration of ESRI file geodatabases.
- Manipulate geographic content in ArcGIS Online and on the server.
- Assist in the deployment and update of GIS server hardware, client software, and GPS hardware.
- Create and maintain ArcGIS Online web maps.
- Create web applications using Web AppBuilder for ArcGIS.
- Write and maintain standard operating procedures for data collection, content management, and web mapping processes.
- Assist in the design of the city’s geographic database.
- Assist in the implementation of the city’s geographic database.
- Assist in the administration of PostgreSQL and Microsoft SQL Server database management systems.

ENTRY REQUIREMENTS AND SKILLS:

Graduation from a technical school, accredited college or university with a minimum associate’s degree and three years’ work experience in supporting GIS.

Knowledge of standard office procedures and equipment and ability to operate a computer; ability to understand and carry out oral and written instructions; interpret trade and technical journals, as well as departmental policies and routines; ability to establish and maintain effective working relationships with fellow workers, vendors and the public; ability to communicate effectively verbally and in writing in the English language are all required skills.

Proficiency in geographic mapping systems technology, desktop software (ArcMap, ArcCatalog, ArcReader, QGIS), mobile software (ArcPad, Collector for ArcGIS, Explorer for ArcGIS, QField), and online software (ArcGIS Online for Organizations, Web AppBuilder for ArcGIS).

Desire proficiency in geographic mapping systems technology, desktop software (Microsoft Access, Git, Visual Studio), and server software (ArcGIS Enterprise, PostgreSQL or Microsoft SQL Server, GeoServer). Proficiency in SQL and/or Python programming are ideal. A thorough knowledge of Edgar Codd's relational model of data is ideal.

WORKING CONDITIONS:

- Works in office and non-office environments.
- Performs physical labor moving and installing computer equipment and networking components.
- Must keep regular and reliable attendance at work.

PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to lift computers, monitors, printers, and related computer components.