



Geographic Information System Administrator

Summary

Responsible for the administrative and functional work involved in planning, coordinating and reviewing the City's enterprise Geographic Information System (GIS) Division.

Class Characteristics

General direction is provided by a higher-level supervisor or manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical professional.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, develop, integrate, implement, operate, and troubleshoot new software within the GIS environment.

Establish and maintain open channels of communication between the GIS division and other City divisions, departments, and outside vendors.

Develop policy and procedural recommendations regarding implementation and maintenance of the GIS system.

Compile and maintain manuals of procedures, programs, and data.

Coordinate special projects, including consultant contracts, intra-departmental programs, and various field operations, as necessary.

Administer and oversee strategic planning related to the GIS for the City.

Develop, implement, and administer goals, objectives, policies, and procedures necessary to the operation of an enterprise GIS, which meets the goals and objectives of all City departments, the City Manager, and the City Council.

Design and administer the implementation of new procedures and programs related to GIS, which improve operating effectiveness and efficiency.

May be required to prepare written reports and/or letters, contracts, Requests For Qualification's, apply for and administer grants, and/or make presentations to boards, commissions, outside agencies, and otherwise represent and promote the City's GIS.

Serve as liaison between the City and various outside federal, state, and county agencies.

Assist in database development in the City's asset management system.

Perform related duties as assigned.

Skills/Abilities:

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Effectively present information to the City Council, senior management, public groups, and other governmental agencies.

Apply mathematical operations to simple equations, charts, and graphs to provide statistical data on demographic information.

Define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Programming, including Python, HTML, and JavaScript.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

GIS software, including ESRI Arc suite of products and GIS programming languages, including Python, JavaScript, HTML, or their current equivalent as identified.

Database management system principles.

Cartography and map design pertaining to static maps and interactive web mapping applications.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in planning, geography, public administration, business administration, or a related field. A Master's degree with major course work in a related field is desirable.

Experience:

Four years of increasingly responsible experience in the field of GIS or five years of related experience and/or training.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 07/10/00

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Department: Economic Development and Open Government

FLSA Status: Exempt