



Career Service Authority

Page 1 of 6

Geographic Information Systems Photogrammetry Administrator

GENERAL STATEMENT OF CLASS DUTIES

Performs professional and supervisory work over professional and technical staff involved in field investigations, data collection, GIS applications development, and GIS data analysis and support for Public Works Wastewater operations.

DISTINGUISHING CHARACTERISTICS

The GIS Photogrammetry Administrator is distinguished from the *GIS Technician*, which performs standard level paraprofessional work compiling, verifying, maintaining and inputting information into multiple databases; utilizes Geographic Information System (GIS) software and hardware to digitize and enter data; and generates schematics, maps and plats from data in order to provide information regarding different infrastructure systems.

The GIS Photogrammetry Administrator is also distinguished from the *GIS Analyst*, which performs standard level statistical and spatial analysis, creates GIS maps, and produces relevant text and presentation graphics utilizing multiple GIS software packages and modules. The GIS Photogrammetry Administrator is also distinguished from the *Senior GIS Analyst*, which performs complex full performance statistical and spatial analysis, creates GIS maps, produces and presents relevant text and graphics, and makes recommendations utilizing multiple GIS software packages and modules.

The GIS Photogrammetry Administrator is also distinguished from the *GIS Data Administrator*, which performs full performance professional work functioning as a technical expert by developing and implementing industry accepted standards and procedures for GIS applications and services used in data modeling and data distribution activities and directing and leading GIS project activities including map production, GIS data analysis, and data layer development.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Supervises professional and technical staff engaged in the development, maintenance, and analysis of GIS data and in the development of GIS applications.

ESSENTIAL DUTIES

Directs and evaluates the work of professional and technical staff members involved in field investigations and data collection, GIS applications development, and GIS data analysis and support for Public Works Wastewater operations; provides technical expertise to staff; and develops and implements standards, policies and procedures for the work unit.

Directs and coordinates projects to update and maintain data within GIS and imaging databases and to integrate these databases with a variety of internal/external databases (e.g. assessment, planning, regional aerial databases) in order to generate accurate data for billing of Wastewater services.

Designs and implements GIS and imaging databases, hardware, and software to support all services performed by Wastewater; develops contingency plans to cover systems failure scenarios and applications software systems recovery and restoration procedures.

Supervises the work of professional staff and/or consultants responsible for maintaining databases, hardware, and image processing software and developing code and providing aerial photography services.

Serves on committees and builds and maintains effective relationships with managers and other stakeholders in order to discuss and resolve issues/concerns, exchange information, and recommend changes to improve GIS services within the city.

Assists in the development and implementation of the budget; allocates resources in accordance with work requirements and budget constraints; and approves expenditures.

Plans, assigns, and reviews the work of staff members performing a variety of data collection and field investigations, and GIS analytical work, and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Trains new staff members in GIS analysis, data collection and investigative techniques and methodologies, orients staff with appropriate policies and procedures, and ensures that work conforms to standards. Provides work instruction and assists employees with difficult and/or unusual assignments.

Develops or modifies work plans, methods, and procedures and determines work priorities. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion. Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response. Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – Works with clients and customers (that is, any individuals who use or receive the service or products that your work unit produces, including general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to provided quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; related well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Leadership – Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Human Resources Management – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Conflict Management – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

Decision Making – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Self Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Problem Solving – Identifies problems; determine accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deal with ambiguity.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Technology Applications – Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Knowledge of a geographical information system sufficient to be able to direct and manage various aspects of the photogrammetric/geographic information department.

Knowledge of geographical information systems sufficient to be able to administer, design and implement hardware and software.

Skill in using geographical databases and performing database backups.

Skill in reading and interpreting detailed geographical maps.

Skill in computing geometric areas.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Physical Demands:

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring object into focus.

Working Environment:

Work is primarily performed in an office setting and frequently at other locations for meetings.

Work involves pressure due to multiple calls and inquiries and is subject to interruption.

Education Requirement:

Bachelor degree in Geography, Planning, Computer Science, Engineering or a directly related field.

Experience Requirement:

Three years of experience at the type and level of the Senior GIS Analyst, including one year of experience completing complex, multi-disciplinary GIS projects.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training courses prior to the completion of the probationary period.

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 02/15/2009

REVISED BY: Melissa Palmer

CLASS HISTORY: 2/2009: The class spec was put into new format; the General Statement of Duties, Essential Duties, and Minimum Qualifications were revised and updated.