



Office of Human Resources GIS Data Administrator – CD0341

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General Statement of Duties

Performs full performance professional work functioning as a technical expert by developing and implementing industry accepted standards and procedures for Geographic Information Systems (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.

Distinguishing Characteristics

The GIS Data Administrator is distinguished from the GIS Technician, which performs standard level technical support 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 Data 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 Data 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 Data Administrator is also distinguished from the GIS Photogrammetry Administrator, which performs professional and supervisory work over professional and technical staff involved in field investigations, data collection, GIS applications development, and GIS data analysis.

Essential Duties

Serves as a GIS technical expert by developing and implementing industry accepted standards and procedures for use of GIS applications and services and promoting the adoption of these standards and procedures throughout the city for GIS professionals and users.

Consults with GIS users to evaluate needs, provide technical guidance on GIS applications and services, and develop solutions to meet user needs for GIS data and analysis.

Directs and leads GIS project activities to develop and implement GIS technology (e.g. map production, GIS analysis, and data layer development) by proposing budget requests, solving technical field implementation problems, providing GIS support to users, which includes training users in GIS concepts.

Develops and directs the technical operations related to the implementation and maintenance of GIS data layers used in data modeling and data distribution activities, which includes coordinating the maintenance of GIS data life cycles and related business processes.

Leads GIS professionals and users through the process of determining requirements and assessing alternative data models for the future design of GIS data sets then leads the design, testing, modification, and implementation of any new data models.

By position, assists in the development and implementation of the budget and approves expenditures.

By position, performs lead work including assigning, distributing, and reviewing work; providing instruction to lower level GIS staff; handling informal grievances; and documenting and providing input on employee performance.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

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

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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

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.

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

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

Knowledge of geographic information systems sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of computer hardware and software sufficient to be able to perform a variety of duties as needed.

Knowledge of information technology systems analysis, including system design, sufficient to be able to maintain current systems.

Knowledge of training techniques sufficient to be able to train others to perform the duties of the work assignment.

Skill in using geographical databases and performing database backups.

Skill in reading and interpreting detailed geographical maps.

Skill in computing geometric areas.

Level of Supervision Exercised

By position, may perform lead work or supervision over professional and technical staff engaged in the development, maintenance, and analysis of GIS data.

Education Requirement

Bachelor's Degree in Geography, Planning, Computer Science, Engineering or a related field.

Experience Requirement

Three (3) 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

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Handles absentee replacement on short notice.

Occasional pressure due to multiple calls and inquiries.

Pressure due to multiple calls and inquiries.

Subject to long, irregular hours.

Subject to many interruptions.

Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Oral Comprehension: Ability to discern the meaning of oral speech.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-13

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 9/8/2024

Revised By: SO

Class History: 8/5/2021 - Revised the job code to general administrative; 7/30/2023 – Revised licensure & certification and background checks; 7/28/24 – Revised pay grade per CN1814; 9/8/24 – Revised Job Family/Job Code.