



Office of Human Resources
GIS Photogrammetry Administrator – CD0344
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General Statement of Duties

Performs professional and supervisory work over professional and technical staff involved in field investigations, data collection, GIS applications development, and GIS data analysis.

Distinguishing Characteristics

The GIS Photogrammetry 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 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.

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; 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 goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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.

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

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

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.

Influencing - Collaborates with, persuades and influences others.

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.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

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.

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

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

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

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.

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

Working Environment

Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to dust.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to pesticides or fertilizers.

Potential exposure to risk of blood-borne diseases.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Potential exposure to unpleasant elements (accidents, injuries, and illnesses).

Handles absentee replacement on short notice.

Noise: sufficient noise to cause distraction.

Occasional pressure due to multiple calls and inquiries.

Personal Safety: aware of surroundings, people, and events.
 Pressure due to multiple calls and inquiries.
 Subject to electrical and radiant energy hazards.
 Subject to injury from moving parts or equipment.
 Subject to long, irregular hours.
 Subject to many interruptions.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Works in confined, uncomfortable or awkward locations.

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 on 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

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: 8/5/21 - Revised the job code to general administrative; 7/28/24 – Revised pay grade per CN1814;
9/8/24 – Revised Job Family/Job Code.**