

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR

Job Summary:

Under general direction, manages the city's geographic information system and supervises staff involved in related computer applications and projects.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, directs, organizes and evaluates the work of professional and other staff involved in GIS activities and related projects; develops, coordinates, and provides citywide related training of staff as necessary.
2. Coordinates projects with other departments, businesses and agencies in support of city goals and related activities.
3. Assigns projects, monitors activities to ensure quality and accuracy of work.
4. Manages the development and integration of a geographic information system; operates GIS applications.
5. Develops specifications and solutions for city departments needs using various software and researches current trends in GIS and related information technology.
6. Provides technical and project leadership and supervision to staff.
7. Maintains cooperative working relationships with other cities by providing mutual assistance on various GIS-oriented projects.
8. Conducts and/or directs the research, collection, compilation, evaluation, reconciliation, and analysis of geographic data.
9. Maintains current knowledge in the field of GIS and other related technologies.
10. Makes presentations to employees, governmental and/or public groups.
11. Develops and administers program budget.
12. Participates in the development of departmental policies and procedures.
13. Provides information to and consults with the public.
14. May assist in developing and managing Web sites and Internet applications for department and citywide usage.
15. Develops and prepares contracts and other agreements with vendors and other agencies.
16. Prepares reports and correspondence including Council agenda items.
17. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in geography, engineering, public administration, planning, or a related field and four (4) years of full-time, paid professional experience in GIS, or related field including one year of experience in using a variety of related information technology software and one year of experience in a supervisory role. Professional experience in planning and/or redevelopment is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles of management, supervision and training.
- GIS principles and applications.
- Global positioning system (GPS) usage.
- Spatial analysis.
- GIS and related industry organizations and publications to keep up with the changes in the technology.
- Principles of statistics, and geography.
- City organization, operations, policies and objectives.
- General record keeping practices.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- Research and analytical methods.
- Personal computer software and hardware.
- Office practices and procedures.
- Effective methods of report presentation.
- Cost analysis.

Skill and Ability to:

- Efficiently and effectively manage a geographic information system.
- Use plotters, scanners, personal computers and other related equipment and software.
- Compile, analyze and interpret geographic data.
- Supervise, direct and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationship with others.
- Make effective oral presentations.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects their driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Operate a personal computer and other office equipment for prolonged periods of time.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.

- May be required to use city and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of city boundaries to attend meetings.
- May be required to respond to emergency situations.