



Office of Human Resources  
GIS Data Administrator - CI0341  
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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 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 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 and support for Public Works Wastewater operations.

### 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.

### 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 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.

## 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.

**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**

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: bends, stretches, twists, or reaches out with the body, arms, or legs.  
Balancing: maintaining body equilibrium to prevent falling over.  
Carrying: transporting an object; usually by hand, arm, or shoulder.  
Color vision: ability to distinguish and identify different colors.  
Crawling: moving about on hands and knees or hands and feet.  
Crouching: bending body downward and forward by bending legs.  
Depth Perception: ability to judge distances and space relationships.  
Eye/Hand/Foot Coordination: performing work through the use of two or more.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Feeling: perceiving attributes of objects by means of spoken word.  
Field of Vision: ability to adjust vision to bring objects into focus.  
Field of Vision: ability to see peripherally.  
Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.  
Fingering: picking, pinching, or otherwise working with fingers.  
Handling: seizing, holding, grasping, or otherwise working the hand(s).  
Handling: seizing, holding, grasping, or otherwise working with fingers.

Hearing/Talking: Hear and determine direction of sound.

Hearing: perceiving the nature of sound by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Mathematical reasoning

Memorization

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Neck Flexion: Moving neck upward/downward.

Oral Comprehension

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

Pushing: exerting force upon an object so that the object is moving away from the person.

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

Repetitive motions: Making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

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

Vision: To observe animal behavior, read signs, and reading colors.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension.

### 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: I-814**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**