

GIS ADMINISTRATOR

Position Code: 2365

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 356

Location: Information Technology

Approval Date: 2019

General Statement of Duties

Performs professional and technical GIS mapping work for the Town.

Distinguishing Features of the Class

An employee in this class performs a variety of specialized GIS mapping and support. Maintains GIS data base information for multiple departments and provides staff support in this area. Create and maintains Town web maps and applications. Work is performed under regular supervision.

Duties and Responsibilities

Under the direction of the Information Technology Director, the GIS Administrator is responsible for all aspects of the development and maintenance of a comprehensive, Town-wide geographic information system(GIS), including the design and production of mapping products for both Town and public use. Responsible for both short and long term strategic planning, GIS software and server administration, database administration, procedures, research and data collections using global positioning system (GPS) equipment, desktop software support and providing user training.

Works closely with end users to identify GIS requirements, technical issues and training needs; analyzes current business processes and recommends best practice solutions; constructs information technology definitions based on identified needs of the organization.

Performs complex cadastral and GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs data research, investigation and verification; codes and digitizes maps and geographical feature data into various layers; prepares projects and data for archival storage; performs record keeping and inventory; documents and files data sources and map files for future reference; responds to requests for the public for mapping data; responds to emergency mapping and information requests.

Analyzes requests for a variety of new application, programs and modifications to existing GIS programs.

Tests new and revised programs and interfaces to ensure accuracy and efficiency; develops and executes test plans and forwards to users for user acceptance testing

Coordinates and conducts user application training classes and develops training materials and manuals.

Provides technical support for non GIS specific software and hardware; technical support for software installation/maintenance, server builds, PC builds.

Design and develop Map Books for Engineering and Fire Departments.

Attends seminars and workshops, reads professional journals and keeps abreast of changing GIS/IT technologies.

During emergencies and disasters affecting the Town of Mooresville, employee may be required to report to work as part of a disaster operations team.

May be asked to assist in on call rotation.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of GIS data base systems and ability to update and create maps using GIS software.

A general understanding of Drones and extracting data from them to input into GIS would be a plus

A general understanding of integrating GIS and SharePoint.

Working knowledge of computers, GIS software/hardware and applications and office machines.

Some knowledge of drafting/design techniques and procedures.

Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy.

Ability to interpret local ordinances, rules, and regulations.

Ability to read blueprints, tax maps and other site-related drawings.

Ability to document and complete required records and reports.

Ability to communicate effectively in oral and written forms.

Ability to document and complete required records and reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and or up to 10 pounds of forces constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in planning, geography, or related field and one to three years of experience with GIS software; GISP certification preferred; or an equivalent combination of education and experience.