

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: GIS Administrator
FUNCTIONAL AREA: Information Technology Department

WORK OBJECTIVE:

Responsible administrative and managerial work involving planning, organizing, and supervising the operations of the Geographic Division including technical staff. An employee in this class provides training, consultation, assistance and technical support to all City and other municipality users of GIS technology. The employee performs as city-wide GIS coordinator in support of operational department's GIS needs and assessments.

Work is performed under general supervision requiring independent judgment and initiative in planning work details, making technical decisions, handling administrative matters, and coordinating special projects, and is reviewed based on conferences, reports, and observation and evaluation of results achieved.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs the activities of staff responsible for development, integration and maintenance of Geographic Information Systems. Provides training, evaluates and disciplines staff.
- Establishes and clearly communicates priorities to insure completion of required projects and other departmental activities in a timely manner.
- Analyzes available methods of obtaining, integrating and presenting geographic information as well as reviews and evaluates alternate sources of information.
- Formulates project objectives and system development requirements for all geographic information system activities.
- Coordinates GIS-related hardware, software, and network installation and support.
- Responsible for identifying and maintaining an accurate and current inventory of all GIS software licenses and GIS data layers.
- Responsible for enforcing GIS data standards and ensuring timely and periodic data layer updates.
- Establishes quality control and error determination procedures.
- Responsible for the development and implementation of appropriate GIS training for staff to insure technical proficiency.
- Works closely with other government agencies in the coordination of joint ventures and cooperative efforts.
- Translates incoming and outgoing GIS data; enters and maintains GIS data to meet required standards.
- Trains and provides technical assistance to GIS users within the city and other municipalities.
- Defines and implements city-wide quality control standards for system usage and maintains an accurate and efficient GIS database.
- Identifies and corrects data inconsistencies, user errors and macro logic problems within the GIS.
- Researches new GIS technologies to help increase productivity of GIS related projects.
Recommends programming changes to increase GIS productivity.

GIS Administrator

- Establishes and maintains disk and file management to maximize GIS performance

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Computer Science, GIS, Engineering, Programming or closely related field; supplemented by three (3) to five (5) years responsible technical experience involving cadastral mapping, data processing, computer graphics and GIS; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of data processing principles, methods and procedures.

Knowledge of GIS operating characteristics, capabilities, limitations and applications.

Knowledge of analysis and research techniques, methods and procedures.

Knowledge of Oracle, SQL query language, GIS concepts, VMS and Unix operating systems.

Knowledge of legal descriptions, surveys, aerial photo interpretation and right of way plans.

Ability to perform moderately difficult technical and mathematical computations.

Ability to troubleshoot routine mapping software, plotter and digitizer problems.

Ability to train non-technical users of GIS technology

Ability to monitor the performance of consultants in order to assure conformance to City survey, CAD and GIS requirements.

Ability to effectively prepare and present reports, verbally and in writing.

Ability to utilize a personal computer and related software including word processing, spreadsheets, and electronic mail.

Ability to supervise staff and have effective working relationships with City officials and employees, consultants, and general public, and to deal with public relations problems effectively, courteously, and tactfully.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.