

CITY OF SALINAS

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR

BARGAINING UNIT/CLASS CODE:

AMPS / H02

DEFINITION

Under the administrative direction of the Information Systems Manager, performs highly responsible administrative and technical work in the development and operation of the citywide Geographic Information System.

DISTINGUISHING CHARACTERISTICS

This classification is primarily responsible for the citywide Geographic Information System. This class supervises the development, maintenance, and upgrading of City's base maps and other map layers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Creates and maintains a comprehensive geographic information system for the City. Utilizes GIS to produce a variety of computerized maps and related data for use by City departments. Recommends hardware, software and staffing requirements for the system. Develops policies and procedures relating to systems operations and services. Prepares procedures, manuals, technical reports, and presentations utilizing various forms of media. Supervises the development, maintenance, and upgrading of City's base maps and other map layers. Supervises, plans, and schedules technical staff to optimize efficiency. Provides technical guidance and leadership to GIS staff. Maintains and updates existing data layers and databases by coordinating with staff and other agencies and reviewing data for quality and accuracy. Prepares data for budget preparation and planning. Develops and implements highly complex GIS projects. Represents the City on inter-governmental committees and task forces and provides technical expertise.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on software specifications, and distinguish colors for hardware and software performance evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs., infrequent need to lift up to 40 pounds of computer hardware; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include out-of office work at near-by worksites, driving to job sites and meetings, and out-of-town training.

**CITY OF SALINAS
GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR (continued)**

QUALIFICATIONS:

Knowledge of:

The principles and practices of system administration using GIS applications, database development, and mapping information systems; principles of computer programming logic and concepts related to GIS and relational database management system software platforms. Methods and techniques used for interpreting maps of various media such as hard copy maps, aerial photos, and satellite imagery, and digitizing data for conversion to GIS usable formats. Advanced principles of Mathematics, Trigonometry, and Calculus; environmental issues related to Biology, Geology, Geography, and land use management; Municipal operations including public safety, public infrastructure and land development. Purchasing principles and cost factor analysis; budget preparation methods and techniques; generally accepted personnel practices and procedures. Job planning, prioritizing and scheduling techniques. Basic supervisory principles and practices.

Ability to:

Design, implement, and update GIS analytical functions and related technologies. Prepare and evaluate plans for procuring professional services. Research and coordinate purchasing of GIS software, hardware, and related equipment. Perform difficult technical computer mapping work involving the use of independent judgment and personal initiative. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; produce innovative internet presentations for the City Web page. Coordinate data acquisition and exchange with City, County and other regional agencies; program GIS applications to meet user needs. Provide supervision, training, and assistance to staff members on related functions and operations; prepare clear and concise reports. Perform project management including scheduling, developing critical paths, tracking, contingency planning, resource allocation, and team leadership. Perform the essential functions of this classification. Provide leadership technical assistance to assigned subordinates. Prepare a wide variety of professional reports, documentation, and correspondence. Communicate effectively with all levels of management. Establish effective working relationships with employees, other City staff, departments, and the general public. Ensure the City's philosophy of successful customer service is understood by all subordinate employees and carried out in all forms of communication and practices. Provide a global perspective to assist departments Citywide in emerging technology.

License and Certificates:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to graduation from an accredited college or university with a Bachelor's degree in Computer Science, Geographic Information Systems, Urban Planning, Geography, Environmental Sciences, or a closely related field **and** Four (4) years of recent experience administering and operating a GIS system in a large organization, preferably with local (municipal) government, including the use and understanding of the ESRI ArcGIS software suite, including experience working with SDE and ArcIMS, including two (2) years at a supervisory level. A Master's degree in a related field is desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____