

CITY OF SALINAS

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR

BARGAINING UNIT/CLASS CODE:
AMPS / H40

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Transportation Manager. Exercises direct or indirect supervision over technical staff as assigned.

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

Develops and maintains a comprehensive geographic information system for the City. Utilizes GIS to produce a variety of computerized maps, related data, and web applications for use by City departments. Assists staff in the analysis and use of data within the GIS database. Recommends technology updates to enable the effectiveness of the City's GIS including but not limited to recommending hardware, software and staffing requirements. 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, develops, and leads a technical team to optimize effectiveness in responding to the needs of City staff. Maintains and updates existing data layers and databases by coordinating with staff and other agencies and reviewing data for quality and accuracy. Develops and implements highly complex GIS projects. Represents the City on inter-governmental committees and task forces and provides technical expertise. Promote and maintain safety in the work place. Perform related duties as assigned.

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 30 lbs. and carry items of that weight up to 200 feet, 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.

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

WORKING CONDITIONS

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

QUALIFICATIONS:

Knowledge of:

The principles and practices of operating a municipal GIS for managing data and its use for analysis or the use of data to supplement City functions. 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. Research and coordinate purchasing of GIS software, hardware, and related equipment. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of City goals. 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 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, including two (2) years at a supervisory level, preferably with local (municipal) government and including the use and understanding of the ESRI ArcGIS software suite and ArcGIS Server. A Master's degree in a related field is desirable.

Reviewed 
Department Director

Approved 
Human Resources Officer

Approval Date 12/22/15