

GIS ADMINISTRATOR

MAJOR FUNCTION

Manages activities involving the County's geographic information system (GIS) projects and requirements. Develops and implements methodologies and policies for creation and use of spatial and tabular GIS related data.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Manages data conversion, design, development, training and quality assurance for GIS software systems applications.
- Develops, implements and manages GIS data and it's organizational structure/database environment. Analyzes and interprets spatial data used in the production of maps, reports, and other products.
- Manages activities involving GIS projects. Develops and implements methodologies for creation and use of spatial data, including digitizing, editing, coding, and annotating line, point and polygon data.
- Consults with County departments in the development of their GIS plans, goals and objectives. Coordinates GIS activities between the County and other external agencies.
- Retrieves, processes and analyzes archive spatial data.
- Provide training for staff in the use of GIS.
- Designs, develops, and maintains GIS production schedules. Manages and monitors project progress to ensure timely completion of projects.
- Designs GIS project methodology for assigned projects to include the primary staff assistance in identifying needs and acquiring GIS products and services.
- Functions as database administrator for all GIS related processes and projects.
- May participate in special projects working with special requests, special report preparations and GIS presentations.
- Determines budgetary requirements for GIS systems and provides long-range planning related to GIS.
- Maintains current knowledge of trends and developments in the geographic information systems field for application to responsibilities under charge.

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SECONDARY FUNCTIONS

- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees, with indirect supervision relatively small number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Bachelor Degree from four-year college or university with major course work in information management, geographic information systems, or related field; with five years experience and training in analysis, cartography, GIS, or natural sciences; a portion of which shall have been in a supervisory capacity; or equivalent combination of education and experience.

Licenses

Valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

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- Ability to read, analyze, and interpret common technical journals.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of various computer platforms.
- Expertise in GIS administration, systems integration, and the application of all major types of GIS software for the digitizing, storage, retrieval, manipulation and presentation of spatial and tabular data.
- Thorough knowledge of the principles, practices, and techniques of information systems as related to the GIS function and database management.
- Ability to plan, schedule, coordinate, and review the work of subordinate technicians.
- Ability to communicate effectively and tactfully with department officials and other administrative employees.
- Ability to organize material, analyze a wide variety of information, and develop appropriate recommendations.
- Ability to initiate administrative procedures and evaluate their effectiveness.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

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individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch or crawl, and to lift up to 50 pounds; will regularly be required to stand, walk, sit, and reach with hands and arms; and will frequently be required to use hands to finger, handle, or feel and talk or hear. Vision requirements are close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

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Pay Grade: 23	Status: E
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