

CITY OF UNALASKA

POSITION DESCRIPTION

Job Class: Exempt	Job Title: GIS Administrator
Supervisor: Planning Director	Department: Planning
Wage Grade: C41	Status: Full Time
Probationary Period: 6 Months	Union: Title III
DEPARTMENT REVIEW	
Submitted By: Anthony Grande	Date: 5/23/2016
Reviewed By: Kelly Stiles	Date: 5/23/2016
HR Approval: <i>Kelly Stiles</i>	Date: <i>5/26/16</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check; job related tests may also be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description outlines the general requirements and duties of the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? **Date: New Position-FY17**

What is the overall purpose and objective of this position (why does this position exist)? **The GIS Administrator is responsible for the overall maintenance and administration of the Citywide GIS database to include updates, training of other City staff and conducting quality assurance audits as needed/required.**

Explain the level of supervision received: **Receives broad supervision from the Planning Director**

Explain the level of supervision this position exercises: **This position does not supervise others.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Act as Citywide GIS database administrator and perform QA/QC as necessary.**
2. **Assist IS in maintenance of ArcGIS server and Portal.**
3. **Provide training and assistance regarding data editing and map making to City staff in multiple GIS environments, including ArcGIS desktop, ArcGIS for Portal, and mobile GIS apps.**
4. **Provide GIS application support to City staff, including use of web maps and mobile apps for staff viewing and collecting data.**
5. **Provide documentation for City staff end users in the form of Standard Operating Procedures or similar documents.**
6. **Develop and maintain web maps for use by various City departments.**
7. **Assist with GIS data entry tasks for various City departments.**
8. **Produce maps and spatial analysis results for projects in Planning or other areas as assigned.**
9. **Work with other entities to establish electronic data and file exchanges related to GIS**
10. **Make recommendations and provide expert advice to City administrative staff about the implementation of the City's GIS strategic plan.**
11. **Other duties as assigned**

Does this position have access to confidential information? Yes X No _____
If yes, please provide detail. **Access to litigation documentation, bid and RFP information and information within the city lease files.**

Does this position have access to or handle City funds? Yes X No _____
If yes, please provide detail. **Indirect access to city funds in the absence of the Director of Planning through the use of LPO's, and preparation of PA's, and PR's. Is responsible for receipt and reconciliation of money on a daily basis.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No _____ If yes, please explain. **Position requires direct verbal and written communication with City of Unalaska staff, the public, elected officials, local, state, and federal agencies, and various organizations regarding planning and land use issues.**

What are the minimum qualifications necessary for this position?

- 1. Two-year degree in geographic information systems, cartography, or related field.**
- 2. Two years' experience performing closely related GIS work.**
- 3. Knowledge of ESRI ArcGIS platform, including desktop, server, online, and mobile environments.**

What are the preferred qualifications for this position?

- 1. Four-year degree and two years working experience in geographic information systems, cartography, or related field.**
- 2. Equivalent combination of education and experience relevant to the position will be taken into consideration.**

List the necessary knowledge, any special training, skills, and abilities to qualify for this position:

- 1. Demonstrated ability to instruct and assist non-GIS users on methods of editing and collecting data using the appropriate software and hardware.**
- 2. Ability to effectively communicate orally and in writing, particularly communicating the function of various ArcGIS tools and programs.**
- 3. Skilled in establishing and building working relationships with multiple City departments and outside agencies and community organizations.**
- 4. Knowledge of the function of local government and how GIS supports the mission of local government to serve the public interest.**
- 5. Experience with LGIM and MultiSpeak data model**
- 6. Ability to edit and maintain a large geospatial database in an ArcGIS server.**
- 7. Ability to create and work with web maps in the ArcGIS for Portal environment.**
- 8. Ability to work with various ArcGIS mobile apps, including Collector App.**
- 9. Ability to create maps with ArcGIS desktop.**
- 10. Ability to input data into a GIS database and to perform QA/QC on data.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

Knowledge of computers and electronic data processing and transmission; knowledge of office practices, procedures, and general office equipment; knowledge of general record keeping and filing systems utilized in public planning departments. Must be proficient in a Windows environment, including word processing, spreadsheet, and database software. Must be well versed in GIS and other mapping software. Must be able to operate a City automobile. Familiarity with multi-line phone system and LAN.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	<input type="radio"/>
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	<input type="radio"/>

Describe the requirements of this position, which make these factors important:
This position interacts with the general public, other City Departments, firms, and organizations.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska Driver's license or the ability to obtain one within 30 days of employment and prior to driving City vehicles is required. As a condition of employment, this position is subject to a background check successfully completion of pre-employment drug screening prior to beginning work.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position, which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Most work is performed in the Planning Department Offices, but sometimes required to work outdoors in inclement weather. Some travel may be required. Occasional non-traditional work hours are necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities, which require physical demands checked.

1. Strength

- | | | |
|-------------|----------|--------------------|
| a. Standing | X | 15% of time |
| Walking | X | 15% of time |
| Sitting | X | 70% of time |

Majority of time spent behind a desk or in meetings.

- | | | |
|------------|----------|---------------|
| b. Lifting | X | 25lbs. |
| Carrying | X | 25lbs. |
| Pushing | X | 25lbs. |
| Pulling | X | 25lbs. |

Occasionally needed

- | | |
|-------------|----------|
| 2. Climbing | X |
| Balancing | X |

Must review land uses; occasional site inspections required.

- | | |
|-------------|-----------------------|
| 3. Reaching | <input type="radio"/> |
| Handling | <input type="radio"/> |

- | | |
|-------------|-----------------------|
| 4. Stooping | <input type="radio"/> |
| Kneeling | <input type="radio"/> |
| Crouching | <input type="radio"/> |
| Crawling | <input type="radio"/> |

- | | |
|-------------|----------|
| 5. Speaking | X |
| Hearing | X |

Coordinate activities, projects and meetings.

- | | |
|------------------|-----------------------|
| 6. Seeing | X |
| Depth Perception | <input type="radio"/> |
| Color Vision | X |

Must see to drive.

Color coding used on Zoning Maps

HISTORY SUMMARY

May 2016

Newly created position