

## GIS SERVICES – LEAD

FLSA status: Non-exempt

### CLASS SUMMARY

Performs lead and technical geographic information system work providing support for the City. Work involves lead and participating in updating the City's digital GIS/CAD mapping system as new development occurs. Work also involves working cooperatively with City staff and the public to create unique, customized, digital, and presentation maps and exhibits and researching and recommending new and innovative hardware, software, or other GIS related issues as needed. Although formal supervision of others is not a requirement of the position in this classification, the employee is responsible for receiving and conveying direction, taking the lead in performing assigned tasks and ensuring that tasks are properly completed.

**ESSENTIAL FUNCTIONS** -- *Essential duties and responsibilities **may** include, but are not limited to, the following:*

Leads and participates in updating, maintaining and organizing information in the City's geographical information system.

Leads and participates in producing map products for the City and the public using AutoDesk and ESRI software; creates graphics for City departments and the public.

Prepares displays and exhibits for meetings and events using aerial photos, computer generated text, and other techniques.

Prepare written reports of GIS activities; run statistical queries from the City's GIS.

Assigns and prioritizes the work of GIS staff; provides training and assistance; participates in performance evaluations and provides input into personnel actions.

Drafts as-built information to keep base maps up-to-date; provides information to the public in person.

Provides information and assistance to the public at the counter.

Participates in the process of creating and maintaining standard operating procedures and policies for GIS databases. Recommends and conveys short and long range plans to meet the City's GIS needs.

Provides input on GIS operations, budget and activities to management.

Participates on City and Regional GIS related forums and committees.

Performs computer and software support, research, and testing.

Performs related duties as required or assigned.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office environment and involves the frequent operation of office

equipment such as computers and computer keyboards. Work also requires sitting for long periods of time.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines**

An Associates degree in Geography, Cartography, GIS, or other closely related field and experience in CAD/GIS database/mapping or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

#### **Knowledge of:**

- Principles and practices of GIS/CAD data designs, development, implementation and maintenance of GIS/CAD systems
- Modern office procedures and methods, and the operation of personal computers
- Procedures used to design, develop and maintain GIS databases
- Operation of computer aided drafting and geographic information system software
- Operation of database, spreadsheet, and work processing software
- Drafting and surveying concepts and terminology

#### **Ability to:**

- Proficiently operate computer aided drafting and geographic information system software
- Proficiently operate database, spreadsheet, and word processing software
- Read, understand, and successfully apply GIS standard operating procedures
- Plan and organize work
- Analyze GIS-related software and make recommendations on software that meets the needs of the City
- Accurately maintain manual and computer files and databases
- Work effectively as a member of a team
- Establish and maintain effective working relationships with supervisor, other technicians, community development staff, and the general public

## **LICENSE OR CERTIFICATE REQUIREMENTS**

- None at the time of appointment

*Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are **not** intended to reflect all duties performed by employees in each position assigned to the class.*