GIS SPECIALIST

POSITION SUMMARY

This position requires extensive knowledge and ability to perform a diverse array of complex GIS related work involving preparation and maintenance of digital and printed maps for the City, converting hand drawn maps, plats and record drawings into a digital format for use in a Geographic Information System (GIS) and CAD; manage the aerial survey needs of the city, manage GIS software, network needs and coordinate systems within the City; manage data in such a way that historical records will reflect changes to land parcels and other features in the City and surrounding areas, and provide supportive mapping data and analysis upon request. This position is intended to lead City efforts in mapping enterprise Geographic Information Systems (GIS), Land Records maintenance and other functions as assigned.

RESPONSIBILITIES

Essential Duties:

- Manage, maintain and use workstation and enterprise GIS software and geodatabase to update and further develop an enterprise GIS, coordinating with the city IT department for software and hardware needs.
- Conducts research (Recorder's Office, files, and database) of legal documents to insure correct platting of property descriptions;
- This position requires functional geographic expertise, considering both quality and timeliness in enterprise GIS development, including data conversion, mapping, report creation and training tasks;
- Produces complex paper, digital and web maps used by various city departments and the general public showing property boundaries, platted lots, easements, utilities, and other features with associated attribute information;
- Provides technical oversight for the city GIS program;
- Reviews developer plans for water, wastewater, and storm water and coordinates with other City departments;
- Meets with department heads within the City to advise and assist with GIS related projects;
- Attends meetings, conferences, workshops as requested;
- Maintains a positive, helpful, constructive attitude and working relationship with city staff and elected officials;
- Other related duties as assigned.

Knowledge, Skills and Abilities (position requirements at entry):

- Considerable knowledge of automated mapping and information processing methods and techniques.
- Considerable knowledge of geographic principles, automated mapping, geographic information processing systems using scripting with python and model builder;
- Considerable knowledge of geographic information system (GIS) hardware and software components, geodatabase and network methods and techniques;

- Ability to read legal descriptions, deeds, plat books, maps, and software procedures manuals;
- Ability to make arithmetic computations using whole numbers, fractions and decimals;
- Skill in interpreting land descriptions, maps, drawings, charts, plans, survey records, and aerial photos;
- Knowledge of principles and practices of file and records management;
- Skill in reading, understanding, interpreting and applying relevant rules, ordinances, codes and regulations
- Skill in following and effectively communicating verbal and written instructions;
- Skill in working within deadlines to complete projects and assignments;
- Skill in operating a personal computer utilizing a variety of specialized and standard software; Microsoft Office, Internet use, and e-mail system;
- Ability to deal tactfully and communicate orally and in writing with customers, clients, and the public.

Judgment/Decision Making:

- Develops objectives, policies and procedures within the general scope of the department goals and plans.
- Exercise independent judgment in normal day-to-day operations. Solve complex issues under the direction of supervisor;
- Strategic issues are referred to supervisor.
- Decisions must be accurate to ensure safety of employees and the public;

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- This position requires an employee to be flexible, be able to multitask, think intuitively, implore time management and project management skills, and possess troubleshooting ability.
- This position will work with various internal departments to determine business needs and requirements and will participate in ensuring the mapping is accurate and documented.
- This position will generate solutions to operational issues, build and maintain relationships, train and mentor new internal resources on all aspects of GIS systems, and achieve results by setting expectations and shifting priorities.
- This position will lead others in similar jobs and/or provide work leadership, training and direction for employees.
- May train or assist with training of other staff members.

Relation to Others:

- Considerable and consistent contact with others in key positions within the community and state.
- Requires advanced interpersonal and communication skills to establish and maintain internal and external relationships.

- Communication will generally include one-on-one, occasional small group presentations and possibly large group (20+) presentations.
- May present to elected officials and the general public.
- Offers suggestions to improve the activities of the department and the operation of the City in general. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

SKILLS

Education and Experience:

- Bachelors degree in GIS, Geography, Planning, Engineering, Computer Science, or closely related field.
- Three to five years of experience working with GIS or closely related field. Work experience in any of the following: ESRI or other GIS software technologies, personal and file geodatabases, AutoCAD, Enterprise Geodatabase (SQL, Post Gre), and web mapping applications.

Special Requirements (position requirements at entry):

- Valid Driver's License.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions, may require: climbing, balancing, stooping, kneeling, crouching.
- Working conditions involve some exposure to moderate risk of accident and required following basic safety precautions; occasional exposure to unpleasant elements. Physical demands occasionally may include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Movement may be restrained or confined. Work may occasionally require travel.
- Work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision.

Classification: Grade 16 (G-16)
FLSA: Non Exempt
Created and updated to new format: 10/17/14; **Approved by CSC:** 10/22/14
Approved by City Commission: 11/3/14
Updated by HR Coordinator Nameniuk, City Engineer Kubas, GIS Technician Hochhalter: 07/12/18. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025
Approved by City Commission: 07/24/18