



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>GIS Data Administrator</b>	<b>LAST UPDATED:</b>	August 29, 2016
<b>DEPARTMENT:</b>	GIS Manager	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Assistant Director of IT	<b>FLSA DESIGNATION:</b>	Exempt

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**Summary:** Under general supervision of the GIS Manager, the GIS Data Administrator maintains the authority over the GIS technical environment functioning as the ArcSDE geodatabase manager, ArcServer manager and system architect for GIS. Additionally, this position will develop, implement and manage the GIS data structure and geodatabase environment, and ArcGIS Mapping Services for use and adherence by GIS personnel.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Oversees the enterprise GIS technical environment functioning as the ArcSDE geodatabase manager, ArcServer manager and system architect for all GIS software and hardware components.
- Develops, implements and manages the GIS data structure and geodatabase environment for use and adherence by GIS personnel.
- Installs, configures, and maintains ArcGIS server environment including creation, publication and optimization of a variety of GIS resource services.
- Provides guidance to staff on best practices for analyzing and interpreting spatial data.
- Develops code and software methodologies to automate complex GIS procedures to increase efficiencies and the overall effectiveness of the GIS program.
- Maintains authority over the GIS system architecture design strategy.
- Directs the design, development, and quality assurance for GIS software systems applications.
- Maintains an elevated level of technical skills and knowledge to maintain proficiency in the latest technologies in GIS.
- Provides advanced technical support to support staff; mentors staff in resolving GIS application issues.
- Proposes budgetary requirements for GIS systems and provides long-range planning requirements for a sustainable GIS environment.
- Educates the Community and City staff on the benefits of GIS and related technologies through development of presentations and ability to answer questions extemporaneously.
- Performs complex research in accumulating, and evaluating the accuracy of, existing and new data elements from a variety of internal and external sources.
- Builds and maintains relationships throughout the enterprise to stay apprised of activities throughout the City.
- Consults with departments in the development of their GIS plans, goals and objectives.
- Identifies, analyzes and solves business problems with GIS through independent special projects.
- Identifies opportunities within the City to use GIS to improve processes and integrate GIS providing technical oversight and approval throughout a given implementation.

**Other Important Duties:**

- Travels off site to present training or to attend meetings, conferences and training.
- May be required to work some evenings and weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Proficiency with ArcGIS modules with a strong working knowledge of customization, SQL scripting, SQL Server, and database integration.
- Ability to integrate, analyze, and evaluate data to produce GIS-based decision support tools.
- Ability to assess staff skill levels and assign work appropriately; along with the ability to motivate team efforts to accomplish goals.
- Ability to communicate effectively to senior, managerial and technical levels and clearly present technical approaches related to resolving business issues with technology.
- Knowledge of programming languages utilized for application development.
- Knowledge of cartographic procedures and practices.
- Knowledge of development integration and administration techniques for GIS.
- Knowledge of technical support and computer training methods and techniques.
- Knowledge of all City systems.
- Knowledge of computer hardware, software and peripherals.
- Knowledge of City policies and procedures.
- Knowledge of research and technical support techniques.
- Knowledge of departmental and city rules, regulations and procedures relevant to information systems and service.
- Skill in effectively managing multiple projects.
- Skill in resolving customer complaints and concerns.
- Skill in effective oral and written communications.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Geography, Computer Information Systems, Database Administration, or related field, **and** a minimum of five (5) years ArcGIS, Python, SQL, Microsoft Office Products; two (2) years of which are in a lead role overseeing ArcGIS SDE geodatabases; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.

### Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

**Work Environment**

Work performed is primarily:

*(X = Primary type of work performed)*

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	<input checked="" type="checkbox"/>
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	<input type="checkbox"/>
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	<input type="checkbox"/>
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	<input type="checkbox"/>
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

**Equipment and Tools Utilized:**

Equipment utilized includes personal computer, copier, calculator, fax machine, and other standard office equipment.

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**Approved By:**



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*Susan Olson, Assistant Director of IT*

10/10/2016

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*Date*



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*Shannon Allyn, Human Resources Generalist*

10/07/2016

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*Date*