

GIS ADMINISTRATORDEFINITION

Under general supervision, designs, administers and maintains the Geographic Information System (GIS), and coordinates and supports all computer-related systems in the Public Works Agency.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Installs, configures, tests and maintains computer systems, including hardware, system and application software and computer network. Oversees development and maintenance of data. Researches and evaluates new hardware, software and network products. Conducts ongoing computer-related training for agency staff, including specialized GIS training. Assists in defining and managing GIS related consultant contracts. Works with MIS staff to link the GIS system to other City agencies. Administers a LAN and oversees the distribution and installation of hardware and/or software for the Public Works Agency. Reviews computer related budget requests and purchase orders for compliance with agency standards. Leads and participates in the Public Works Agency's MIS Committee. Prepares customized reports based on spatial analysis and data linkage. Prepares a variety of documents for administrative and recordkeeping purposes. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position, advanced journey-level classification responsible for managing the Public Works Agency's Geographic Information System. The incumbent in this "lead" classification performs systems administration functions and is responsible for the administration and management of most work performed. The position differs from the Senior Systems Administrator classification in that the GIS Administrator interacts with other City agencies and coordinates/leads efforts to create a City-wide Geographic Information System.

MINIMUM BASIC REQUIREMENTS

Three years of journey level experience planning, designing, developing, installing and implementing an automated Geographic Information System, including experience administering a Local Area Network (LAN) and substantial microcomputer expertise; or any equivalent combination of training and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Geographic Information System theory, equipment and its application; mapping and engineering practices; principles and techniques of system development and system planning; principles and practices of project management; database base design and management; principles and practices of LAN administration. Strong knowledge of microcomputers in network environment.

Skill in: researching and evaluating computer hardware and software; working well with people.

Ability to: Manage projects and meet projected and/or critical deadlines; analyze user needs and requirements, identify goals, objectives and problems, examine alternatives, and develop appropriate recommendations; design, implement, and maintain appropriate controls and procedures for all GIS processes; effectively manage GIS resources to meet organizational goals; install and relocate computers, printers, and other peripheral equipment; communicate effectively both orally and in writing; establish and maintain effective working relationships with co-workers, other City staff, consultants, and vendors.

SPECIAL REQUIREMENTS:

Ability and willingness to work evenings, weekends and holidays as needed in response to emergency calls and system malfunctions.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is very customer oriented/support oriented, tactful, a logical, creative problem-solver adept at managing a Geographic Information System. This self-motivated professional combines technical knowledge with excellent communication skills.

Class title established per Council Resolution No. 97-028,
effective 7-1-97

Reviewed & approved by PWA Administrative Services Manager
July 24, 1997