

	CITY OF KEY WEST JOB DESCRIPTION	Civil Service, Non-Exempt Position	
		DATE OF REVISION	06/2015
POSITION	GIS Administrator	MINIMUM HOURLY RATE	\$ 23.9792
DEPARTMENT	Information Technology		
JOB CODE	44130	GRADE	25 N

PHYSICAL LOCATION:

- City Hall and various locations throughout the City of Key West, FL

REPORTING RESPONSIBILITIES:

- Director of Information Technology or designee.

GENERAL FUNCTIONS:

The GIS Support Analyst plans for and implements all aspects of the City's Geographic Information Systems (GIS)- related projects including facilitating project teams, identifying resources and establishing project objectives, timelines and milestones and developing standards for GIS deployment and use. Excellent communications skills are essential.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with staff, co-workers, general public, businesses and outside agencies.
- Able to work minimum 40 hour week and additional hours as required.
- Able to efficiently use all equipment and/or materials as specified in job description.
- Able to see and hear well enough to perform duties specified in job description.
- Able to perform field work to inspect and verify customer information in outdoor condition.
- Obtain and maintain a valid Florida driver's license.

EQUIPMENT TO BE USED:

- Personal computer and related software, GIS software applications, calculator, fax machine, copy machine, general office equipment, other equipment as necessary for completing job responsibilities.

ENVIRONMENT:

- Both indoors and outdoors in all types of weather as projects dictate. Incumbents must be able to travel to various locations within and outside of the City of Key West to fulfill job responsibilities. When driving on City business, possession and maintenance of a valid Florida driver's license is required.

PHYSICAL REQUIREMENT:

- Sitting 30%
- Standing 10%
- Climbing 10%
- Bending 10%
- Reaching 05%
- Walking 30%
- Lifting 05%

DUTIES/TASKS/JOBS: (Duties may include, but are not limited to, the following:)

- Provide consulting and planning services to client departments regarding GIS in accordance with service level agreements.
- Manage digital map layers and data files within project work space.
- Performs complex computer processing functions such as analytical modeling, three dimensional renderings, and plot creation to create visual representations of data base contents.
- Designs and operates both complex and simple analytical GIS processes such as slope analysis and land use densities.
- Maintains records, builds data files and produces map and analysis products.
- Assists in the training of staff and users in the use of GIS.
- Utilizes GIS software and techniques to perform specialized spatial analysis to produce data layers, maps, tables and reports.
- Prepares technical documentation, reports, summaries and memoranda using GIS Applications.
- Gather, analyze, and summarize data associated with the Geographic Information System (GIS).
- Respond to routine questions from users and may analyze their problems related to GIS.
- Produce computer generated maps which include custom symbol sets and "look-up" tables; develops application macros for producing standard map products.
- Code and digitize maps and geographic feature data into layers within the GIS and performs quality control checks to ensure the integrity of the database.
- Complete GIS automation assignments by determining and executing appropriate sequence of processing tasks.
- Prepare and maintain planning maps, using digital orthophotos, aerial photography, field research, and administrative records.
- Prepares and maintains application documentation including data processing and user reference materials.
- Coordinate and assign security for GIS users throughout the city.
- Analyze, execute and resolve technical issues related to GIS applications.
- Ensures the timely implementation of GIS-related projects.
- Interface with other departments or outside agencies regarding future GIS projects.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- GIS mapping software products including ESRI ArcGIS, Intergraph Geomedia Professional, and Autodesk AutoCAD Map 3D. A successful candidate should be familiar with the data requirements and discrepancies of each system.
- Imagery formats commonly used for municipal government applications. Ability to manipulate imagery as required.
- SQL and it's usage to create and modify data sources for the City's GIS.
- Understand emerging GIS technologies and their application to improve City services.
- Prepare and present clear and well-organized written and oral reports to City Commission, City administration and other groups as required.
- Explain GIS-related technical issues and concepts to non-technical staff.
- Plan, manage, and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track.
- Assess the spatial needs of a City department and recommend solutions.
- Work with various skilled staff from other departments or outside agencies.
- Associates Degree in GIS, Computer Science or a related field from an accredited college or university.
- A minimum of 2 years' experience performing GIS duties utilizing ArcGIS, ArcGIS Desktop
- A GISP Certificate is highly desirable

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirement and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
VETERANS PREFERENCE EMPLOYER
AND A DRUG FREE WORKPLACE**

Apply at:

**City Hall - Office of Human Resources
3102 Flagler Ave., Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719**