GIS Specialist
FLSA: Non-Exempt
Grade 25 $44,880.56 - $71,808.89

GENERAL DEFINITION

Performs technical work involving maintenance of Geographic Information System (GIS), and support of information technology equipment, software, application and procedures as directed or needed.

Employees in this classification are expected to work closely with departments to accomplish their GIS goals and produce various maps and reports and to develop, maintain and/or enhance database structures, data collection

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops and maintains the city's computer-generated land-based databases using GIS hardware/software; develops maintains, and/or enhances database structures, data collection methodology, and data dictionary, establishes and monitors space allocation and data placement/capability
- Collects, stores, updates, manipulates, analyzes, and displays geographically referenced information, electronically manipulate data files by importing, exporting creating, recalling, editing, or updating data, stores and/or retrieves archived data.
- Performs analysis using spatial data tools.
- Develops and maintain documentation and procedures for hardware, software, and systems
- Evaluates and develops work approaches, work schedules and projections of output.
- Schedule and plan processes for accomplishing and maintaining the system
- Troubleshoots with end-users and vendors when processing or other system-related issues arise; ensures the timely resolution to minimize disruption in the system utility.

- Maintains current knowledge of trends and developments in the industry for application to functional areas of responsibility.

- Participates in planning and development for future technology initiatives, focused on providing accessible and convenient technology solutions.

- Provides support in all other initiatives of the department within the scope of knowledge, skills, and abilities.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of data processing principles methods and procedures.

- Knowledge of Geographic Information System (GIS) operating characteristics, capabilities, limitations, and applications.

- Ability to analyze, prioritize and coordinate solutions for end-users in various departments within potentially conflicting deadlines.

- Ability to analyze systems deficiencies, identify potential consequences and develop effective solutions or refer such issues to appropriate vendors or staff.

- Ability to establish and maintain effective working relationships with department heads, managers, and employees.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is

performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Management Information Systems, Computer Science or related field, with three to five (3-5) years responsible technical experience involving cadastral mapping, data processing, computer graphics, and GIS.

PREFERRED QUALIFICATIONS

1 Year Municipal Experience

Experience with Environmental Systems Research Institute Inc. (ESRI)

I _____ have read and acknowledge receipt of the job classification.

_____   _____

Employee signature   Date