

City of Cleveland
Position Description

Position Title: GIS Administrator
Department: Administration
Reports To: Director of Information Technology
FLSA Status: Nonexempt
Date Prepared: April 2016
Date Revised:

SUMMARY

The GIS Administrator oversees the City G.I.S. (Geographic Information System) program and related activities of the City of Cleveland and 911 Center

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the integrity and continual operation of the GIS program including all related hardware, CAD software, and mapping software.
- Operates and maintains the GIS computer servers and software systems.
- Trains, assists, and provides technical support for GIS users within all departments of the City and 911 Center.
- Oversees Help Desk and ensures all GIS work orders are completed in a timely manner.
- Evaluates and recommends new hardware and software products for the GIS program.
- Obtains and evaluates bids and purchase orders for GIS computer hardware and software.
- Assists Director of IT in preparation of annual budget.
- Maintains GIS computer systems, hardware, and software database for legality purposes.
- Maintains backups and assists in disaster recovery procedures.
- Maintains working relationship and the sharing of GIS data with outside entities.

- Coordinates and participates in weekly IT 24/7 on-call rotation for City and 911 Center.
- Stays abreast of advances in technology.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The position requires the professional ability to analyze, innovate, and solve complex problems with initiative and working as a team member in a dynamic environment. The requirements listed below are representative of the knowledge, skills, and/or ability required.

EDUCATION and/or EXPERIENCE

Associate's Degree in computer science or related field (two year college or technical school) or Work Equivalent plus 5 years related experience in GIS.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, technical procedures, or government regulations. Ability to write reports, create presentations, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors, department heads, clients, customers, government agencies, and the public.

MATHEMATICAL SKILLS

Above average knowledge of mathematics required. Ability to apply mathematical concepts of statistical inference, algebra, and geometry to practical situations. Ability to calculate interest, discounts, fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a valid Tennessee Driver's License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, stand, walk; use hands to finger, handle, or feel; talk and hear. The employee is required to stoop, kneel, crouch, or crawl; lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to focus.