SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: City GIS Administrator

Revision Date: 1/07
EEO Code: Professional
Status: Exempt (Computer)

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the Information Services Director, develop and coordinate Sandy City's GIS activities. Integrate GIS activities with Sandy's general Information Services and with specific operational projects. Provide GIS programming, technical advice, training and other needed assistance to City departments and staff. Establish and implement standards and procedures for GIS maintenance and administration. Establish and maintain liaisons with relevant municipal, county, state and national GIS agencies.

III. Essential Duties

- Act as project leader, technical advisor, and advocate to further develop and implement an integrated, agency-wide GIS Maintain extensive contact with other professionals within Sandy City. Establish and support agency-wide GIS Steering Committee and User's Group.

- Provide all support services needed to maintain an effective agency-wide GIS. These services may include: GIS layer maintenance and quality control; hardware and software troubleshooting and upgrades; spatial and non-spatial database administration and enhancement; administering GIS-related software licenses and agreements; creation or integration of new data sources; and importing or converting various data in different formats or map projections.

- Provide, or work with staff in City departments to provide customized GIS application development. Assist in or directly accomplish the definition of requirements, design, programming, testing and implementation of GIS applications and spatial analyses. Help staff define their GIS needs and determine appropriate means to meet those needs.

- Set up systems and procedures to support on-going GIS projects, such as goals, policies, methods and standards for creation and quality control of new data and applications.

- Develop and implement an effective GIS training program for Sandy City staff at various levels of expertise. Educate staff and management on GIS capabilities and opportunities. Develop routine GIS production capabilities among staff throughout the City. Provide GIS user support through various means.

- Provide technical advice as required, and monitor the progress of Sandy City's GIS projects. Lead or serve on technical advisory committees, review consultant reports, assist in project scoping as needed for GIS-related projects.

- Keep own GIS knowledge current through attending classes and other training that becomes available. Keep current with regional, state-wide and national GIS activities and organizations. Propose actions to keep Sandy City's GIS in step with evolving technology developments and best professional practices. Monitor and evaluate developments in the GIS field for potential application in Sandy City. Organize and maintain a current inventory of relevant GIS projects and resources in the area.

IV. Marginal Duties

- Provide graphic and illustrative assistance to City departments.

- Perform other duties as assigned.

V. Qualifications:

Education: Completion of a bachelor's degree in GIS, urban or transportation planning, geography, engineering, information systems management, computer engineering or systems analysis or a related discipline. Any of these non-GIS degrees must have a significant emphasis on GIS.

Experience: Four years of job related experience, including GIS project management, GIS development and implementation, relational database development and implementation, information systems development. (One year of graduate work in a discipline directly related to the position may be substituted for job experience.)

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge: Thorough advanced knowledge of GIS principles and practices; proficiency in ArcGIS software and related ESRI programming tools (e.g., MapObjects, Spatial Database Engine, Internet Map Server, AML,etc); familiarity with relational database systems design, development and administration principles and their relationship to GIS (SQL Server or similar experience desirable); GIS hardware & software configuration, maintenance and performance tuning; Windows Operating Systems and client-server architecture. project management and control.

Communication Skills: Communicate effectively with technical and non-technical individuals. Effective writing and oral presentation skills. Work effectively with others as part of a team, build consensus, and maintain cooperative working relationships. Organize and facilitate effective meetings.

Tool, Machine, Equipment Operation: Requires regular use of a telephone and personal computer; frequent use of digitizer, plotter, printer, GIS equipment and software, including NT server.

Analytical Ability: Concern for detail and accuracy. Conceptualize and manage complex projects. Creative problem-solving abilities and personal initiative, including the ability to carry out assignments with minimum supervision. Effective personal time-management and organizational skills to balance multiple competing priorities. Able to adapt to a dynamic environment and accommodate time pressures. Strong organizational skills.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and overtime; a constant amount of seeing is required; constant talking and hearing is necessary to deal with the public and other City personnel; work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____