GIS Specialist

Department:	IT	**FLSA Status:**	Exempt
Division:	City of Plymouth/Plymouth Utilities	**Job Status:**	Non-Bargaining Unit
Reports to:	IT Manager	**Location:**	Plymouth Utilities Operations Center
Prepared by:	Human Resources	**Approved by:**	Plymouth Common Council
Date:	January 13, 2023	**Date:**	January 24, 2023

GENERAL DESCRIPTION

Under the general supervision of the IT Manager, the GIS Specialist is responsible for the administration, design, creation, maintenance and support of the GIS databases, maps, apps, and layers. The GIS Specialist creates maps and applications for both internal and public use with ESRI software. Performs moderate to complex analysis, quality assurance of data, and may assist and train other departments in utilizing GIS applications. This position must be able to work independently as well as participate in interdepartmental projects. Works closely with all city and utility departments.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Examples of Essential Job Functions
- Organize, direct, and participate in the development, maintenance, and use of the GIS environment. Evaluate application requests, create and integrate data sources, and ensure ongoing development of base maps and associated layers.
- Assist staff in utilizing GIS through training and development of data sets and interfaces. Work with departments to acquire and implement GIS data and applications.
- Coordinate data gathering and production of all maps and related geographical data. Act as project manager for GIS projects and consult with Department Heads and staff regarding GIS needs and requirements.
- Protect the integrity of GIS data and applications. Develop, implement, coordinate, and maintain internal technical standards for GIS applications and resources and assure that data quality standards are consistently enforced.
- Become familiar with industry-specific terminology for utility (electric, water, sewer, storm water), public works, and planning and zoning functions.
- Stay current with trends and developments in CAD and GIS software in order to remain current with changes occurring in software environments.
- Assist in guiding policy for GIS data and applications. Develop short-term and long-term goals for GIS projects and capabilities, and develop procedures and policies for GIS system maintenance, operations, and services.
- Identify areas of the processes that can be improved by integrating GIS or spatial software, or efficiencies that can be gained using automated tasks.
- Assist the I.T. Department in the administration of specific servers and applications.
- Prepare maps and graphic displays for presentations, meetings, and memorandums.

OTHER DUTIES

- Responsible for minor purchases of software and other supplies, and makes recommendations for purchases related to GIS software and hardware.

- Participate in the development of budget initiatives related to GIS related projects and programs.
- Perform desktop and user support for GIS applications when necessary.
- Field work verification of GIS planning, mapping, and data collection may be required.
- Create and maintain GIS operating procedures.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of ESRI products including ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise and Portal.
- Database management and design experience.
- Knowledge of Window Server preferred.
- Knowledge of applicable programming and scripting language.
- Ability to learn and understand GIS for data entry and reporting.
- Ability to independently learn new software and methods and solve problems.
- Attention to detail and accuracy when editing GIS data and topology.
- Analyze maps and data in order to produce reports, special purpose maps, tables, charts, graphs, etc.
- Ability to be organized and self-motivating; and to prioritize workload in order to meet deadlines.
- Must possess leadership skills and initiative to work independently.
- Ability to communicate effectively, orally and in writing.
- Knowledge of standard office practices, procedures, equipment, and office assistance techniques.
- Familiar in non-ESRI GIS products.
- Skilled in utilizing Microsoft Office applications.

EDUCATION AND TRAINING

- Bachelor's degree from a college or university in GIS, Geography, Computer Science, or related field required.
- Two years of experience with GIS, ARC/ESRI software preferred.
- Experience working with an Enterprise Geodatabase.
- Programming experience in SQL, Python, JavaScript, and HTML preferred.
- Valid Wisconsin Driver's License.

WORKING CONDITIONS

- Environment: Work is performed in a standard office setting; may require irregular work hours and may work form more than one location.
- Physical: Primary function require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift (up to 50 lbs), carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate automobile; and to verbally communicate to exchange information.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.