



City of Holland

Job Description

06/21/2016

JOB TITLE: GIS Specialist

PAY GRADE: CP-C (\$26.28/hr)

REPORTS TO: Technology Services Director/Assistant to the City Manager

JOB SUMMARY: Maintains the Geographic Information System database; including updating, digitizing, and editing of existing maps and related information.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Maintains the GIS database including updating, digitizing, and editing of existing map and related information. Creates new data layers and locates alternative sources of data.
2. Generates maps and analyzes data for map production.
3. Creates and implements a standard operating procedure for the electronic storage of GIS related files so they are easily identifiable and accessible for all end users, Coordinates with various end users to establish best management practices for utilizing and maintaining GIS data.
4. Makes recommendations on best practices for data updating and usage.
5. Plans, develops, writes and implements specialized GIS applications to assist end-users in effective utilization of the system.
6. Evaluates and implements new software and products in support of City objectives/goals.
7. Performs housekeeping and maintenance of GIS data and hardware. Analyzes and isolates system hardware and software problems, and performs system upgrades as necessary.
8. Leverages existing data sets and technologies to enable highest use by city staff and the public.
9. Creates and administers ARCGIS Server and ARCGIS Online applications.
10. Provides training, support and oversight to employees using GIS.
11. Serves as a resource for trouble shooting problems associated with GIS or GIS applications.
12. Manages projects for all departments including Engineering and Planning.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. The job requires knowledge normally acquired through the completion of a Bachelor's Degree in Geography or related field.
2. Two to Four years of experience in GIS, experience in a local government setting is preferred.
3. Interpersonal skills necessary to communicate with City personnel in the exchange of information.
4. Mental ability to frequently handle pressures related to working on projects requiring attention to detail, and simultaneously manage multiple projects.
5. Physical ability to sit in one position for extended periods of time.\ Creative, self-motivated, able to work well in teams and individually.
6. Extensive experience with the ESRI ArcGIS suite of applications required. Experience with ARCGIS Server a plus.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to noise, dirt, dust and the like.
2. Occasionally requires lifting or carrying objects weighing up to 50 pounds, walk or stand for extended periods of time, and ability to withstand exposure to the outdoor environment for extended periods.
3. Work schedule may vary as warranted by events. Typical work hours will fall within the regular Monday through Friday, 8:00 am to 5:00 pm.

DEADLINE: July 14, 2016

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.