

Title:
GIS Administrator

Description:

Performs a variety of professional, administrative and managerial duties related to the development and creation of digitized maps through a geographic information system (GIS). Performs a variety of advanced, complex technical and general administrative duties related to using ArcINFO, ArcGIS or related ESRI computer program application(s).

GOALS

- To demonstrate an understanding of hardware systems and software programs.
- To ensure work performance, effective time management practices, and attention to detail.
- To articulate and convey information accurately and appropriately to staff and departments.
- To demonstrate knowledge of technology and other job-related tools.

ESSENTIAL FUNCTIONS

- Manages the day-to-day operations of the department; determines work priorities; develops guidelines and deadlines; initiates studies in GIS issues; monitors project activities and progress to assure implementation of comprehensive plans;
- Provides technical insight and recommendations related to determining GIS/GPS policies, goals and objectives; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates personnel and resources as needed to accomplish elected projects and programs;
- Develops departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; participates in countywide fiscal planning processes;
- Identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies;
- Coordinates research and program options with other county departments; directs or conducts feasibility studies; prepares a variety of reports related to project options and progress; reviews and updates ordinances affecting the GIS department and related departmental areas; coordinates projects with other departments or governmental agencies;
- Manages county SDE enterprise; coordinates and participates in the development and maintenance of GIS databases, posting changes, verifying and reconciling various Geodatabase versions, etc.; recommends procedures to enable access privileges; oversees activity and process for updating county-wide spatial data;

- Assists to oversee and participates in the maintenance of various data/GIS layers within the system; ensures accuracy of the system by verifying changes; utilizes ArcGIS to effectively update the system; ensures linked elements of the database retain proper integrity and accuracy;
- Performs ongoing and daily problem-solving; researches command chains within the GIS system; makes changes in command sequences as needed to remedy problems and maintain the system;
- Participates in project management; receives project assignments from County Recorder as requested by various county departments; evaluates project timelines and assists to establish operational tasks; analyzes various tasks to determine opportunity to automate or combine steps and processes;
- Produces custom maps upon request from the public and county officials; utilizes various mapping and cartography skills to finalize computerized cartographic hard copy maps; writes system commands to isolate various criteria and demographics to be included in map content; creates various layers of maps illustrating targeted areas of interest;
- Engages in various project processes involving metadata, spatial analysis, GPS information gathering, data conversions, Geoprocessing, Geocoding, and various aspects of programming requiring use of VB, VBA, AML, Managing ArcIMS, etc.;
- Utilizes ArcGIS and related GIS software along with digitizing table, plotter and GPS equipment to create various computerized maps; conducts field exercises utilizing GPS equipment to pinpoint coordinates and measurements for various county parcels, roads, structures, vegetation, etc.; may perform general field survey duties as needed;
- Researches records of plats and property descriptions to determine property location, boundaries and size; digitizes appropriate changes or additions to existing maps; coordinates with Recorder's office to resolve issues related to property descriptions;
- Performs GIS system and file backup dealing with county/city systems such as water, sewer, storm drains, streets, unpaved county roads, electrical, weed/mosquito infestations, etc.; maps and plots locations of lines, valves, manholes, lift stations, etc. as installed;
- Reproduces maps, surveys, engineering drawings, graphics and data base reports from GIS system and related software; operates computer and digitizer board as needed; operates computer to analyze, compose and converting mapping data;
- Assembles data from GPS, local surveys, utilities, state and federal agencies and other entities for mapping and analysis.
- Performs related duties as required.

Qualifications:

EDUCATION AND EXPERIENCE

- Bachelor's Degree in geography, cartography, computer science or related field; and
- Five (5) years of related experience;
- A combination of equivalent education and experience.

LICENSE AND CERTIFICATION

- **Must be certified by the State of Utah in Cadastral Mapping;**

SKILLS/ABILITIES

- **Thorough knowledge of ESRI related programs, technical tools and equipment; complex math and computer aided engineering; technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; legal documents and terminology; computerized mapping software and methods (AUTOCAD, ARCVIEW, ARCINFO, WINDOWS, etc.); various geographic databases, including State of Utah, USGS digital line graphics, surveying practices including GPS point retrieval, State Plane Coordinate Systems, GLO map interpretation and Area Reference Plan (ARP) interpretation; quality assurance and control methods; county geography; legal documents and terminology; functions of the office of County Recorder. Working knowledge of inter-relationships of various federal, state and local agencies which impact upon mapping activities of the county;**
- **Skill in the use of various software applications including, ESRI applications, Arcview GIS, ArcInfo, ArcTools, Building Geodatabases, etc.; motorized vehicles and operation of GPS equipment;**
- **Ability to administer a large work program; analyze a variety of financial problems and make recommendations; analyze complex GIS/GPS problems and make recommendations; operate personal computer (Windows, MS Word, Excel, etc.) in utilizing various programs to produce or compose formal documents, reports and records; prepare and present budget estimates;**
- **Attention to detail;**
- **Enhanced organizational skills;**

How to Apply: email a detailed resume and cover letter to "HR@duchesne.utah.gov"