

## **GIS ADMINISTRATOR**

### **General Statement of Duties**

As the Town's primary GIS contact, the GIS Administrator undertakes the computer applications and database design, development, implementation, and maintenances of the Town of Kernersville's Geographic Information System (GIS) by utilizing various GIS software technology. This position supports and manages the Town's GIS environment, policies and procedures and standards with the accuracy and consistency of the Town's GIS information.

### **Distinguishing Features of the Class**

An employee in this class performs complex GIS database management, mapping, routing, data analysis, automation, project management and project administration on a variety of Town GIS projects.

Designs, implements, and maintains an online presence for use by the public.

Develops maintenance scripts used for automation mainly in the Python programming language.

Performs mapping and support services for growth management planning as needed by the Town. Develops, implements and maintains growth management data, databases and related reports, charts, graphs and infrastructure mapping for the all departments, including but not limited to: new developments, growth fiscal analysis, infrastructure construction, transportation improvements, transportation impact analysis, and infrastructure management.

Work includes extensive public contact in dealing with the general public, government agencies and Town Staff. Work is performed under the general supervision of the Chief Information Officer.

### **Essential Duties and Illustrative Examples of Work**

Prepares, maintains and manages all Geodatabases, GIS Layers and applications.

Assist stakeholders in the preparation and delivery of reports, graphs, charts, mapping and data as required by the Town and other Government Agencies. Close work with Fire, Police, Parks and Recreation, and Public Services departments for GIS analytics.

Acts as team leader for the Town's GIS Committee, and on various enterprise projects and coordinates efforts to meet goals as set by the Chief Information Officer. Schedules and coordinates work with outside professional services including planning, fiscal analysis, engineering, mapping and surveying consultants.

Assists with GIS support to outside consultants and engineers in the design and review of infrastructure improvements. Updates project status and makes recommendations to the Chief Information Officer.

Performs field GPS surveying related to capital projects and private developments. Coordinates work for Town programs with the US Census, FEMA, NCDEHNR, NCDOT and other government agencies.

Performs related duties as required. Designs, implements, and maintains all GIS related websites and access points. Uses various GIS APIs and programming languages (Python) to supplement online data availability.

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of Mapping, GIS and GPS practices, techniques, equipment and standards. Considerable knowledge of SQL database management and security concepts. Considerable knowledge in GIS API and programming/scripting languages. Considerable knowledge of public administration practices, techniques and standards. Considerable knowledge of mathematics including algebra, geometry and trigonometry. Considerable knowledge of surveying. Working knowledge of legal processes involved in growth management regulations. Thorough knowledge of local, state and federal laws, policies and procedures concerning mapping and surveying standards and practices. Ability to read and prepare detailed engineering drawings and specifications. Ability to make complex engineering computations. Ability to understand and follow complex written and oral instructions, and to understand and follow written Town Ordinances, Standard Specifications, and State/Local Codes. Ability to perform field GPS Surveys and interpret the results. Ability to establish and maintain effective working relationships. Thorough knowledge of Windows based computer operating systems. Thorough knowledge of office software packages; Microsoft Access, Excel, Power Point and Word. Considerable knowledge of ESRI product suite.

### **Working Conditions and Physical Requirements**

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, reaching, crouching, standing, walking, grasping, fingering, talking, hearing, seeing and repetitive motion. Must possess the visual acuity to compile and compute data and statistics, operate a computer, do extensive reading and recognizes basic colors.

### **Desirable Education and Experience**

Minimum: B.S. Planning, Civil Engineering or Geography or equivalent combination of education and experience. Considerable experience in GIS/Mapping and Public Administration. Special Requirement Possession of a valid North Carolina driver's license Fair Labor Standards Act (FLSA) Status

Considerations: Successful completion of GISP certification within 2 years of employment.

Fair Labor Standards Act (FLSA) Status

Exempt

2023